

## County of Fulton

**Job Title:** Tipstaff

**Department:** Courts

**Salary Level:** 11.31 per hour, with guarantee of 4 hours per day

**Hours per Week:** Casual, as-needed position, estimate of 12 days per year

**Prepared Date:** 11/12/14

### OVERALL OBJECTIVE OF JOB

To manage and assist jurors during the selection and trial process.

### ESSENTIAL FUNCTIONS OF JOB

1. Assists jurors in finding seats.
2. Confirms attendance of jurors and contacts absent jurors for scheduled trials.
3. Directs jurors to appropriate courtrooms.
4. Arranges for meals and makes telephone calls for jurors; attends to any other necessary details while jurors are in courts.
5. Assists with the sequestration process when necessary by providing around the clock coverage.
6. Keeps updated on current working procedures and protocols within the court systems.
7. Performs other job related duties as required.

### SUPERVISION

Receives frequent instruction and some supervision from Supervisor in regard to daily work duties.

### PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to stand and walk for long periods of time throughout the work day, with intermittent periods of sitting, twisting, bending, reaching, carrying as necessary to carry out job duties.
3. Dexterity requirements are simple movements of fingers/hand, feet/legs, torso necessary to carry out job duties.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must demonstrate emotional stability.
6. Must be able to move frequently throughout the work day.

### QUALIFICATIONS

#### A. EDUCATION/TRAINING

High School diploma or equivalent.

#### B. WORK EXPERIENCE

No experience required; however, experience working within the court system helpful.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in order to carry out essential job functions.
2. Must possess effective communication and interpersonal skills.
3. Must possess the ability to work effectively with clients, co-workers and others.
4. Must possess the ability to learn, within a reasonable period of time, the purpose, function and scope of the court.
5. Must possess the ability to learn the operations and procedures of the courts.
6. Must possess the ability to establish and maintain effective working relationships with judicial authorities, lawyers, associates and the general public.

#### WORKING CONDITIONS

1. Works indoors in adequate work space, lighting, temperatures and ventilation.
2. Works with average indoor exposure to noise, stress and disruptions.
3. Normal indoor exposure to dust/dirt.

#### **Contact Information:**

Carol Wright, Human Resources Administrator

717-485-6874

[cwright@co.fulton.pa.us](mailto:cwright@co.fulton.pa.us)