

The Town of Fishkill is seeking a Court Attendant to assist when the Town of Fishkill court is in session, 2-3 days per week. Flexible hours are required due to the varied length of the court sessions. Total weekly hours are approximately 6-9 hours per week, (Mondays and Wednesdays and other days as court schedule dictates).

Job Requirements:

- 1. Court officer, Law enforcement or military experience preferred.**
- 2. Patience and the ability to be courteous, yet firm with the public.**

Duties include:

- 1. Verifying identification for anyone entering the courtroom.**
- 2. Be courteous and respectful to individuals during stressful times.**
- 3. Maintaining order and decorum in courtroom during sessions.**
- 4. Notifying police, probation officers, social service representatives, and other parties when cases involving them are scheduled.**
- 5. Use of metal detectors and search techniques to ensure that no dangerous items are brought into the court room.**
- 6. Be able to stand for long periods of time while court is in session.**

Salary: From \$20.00 per hour