

**MINNESOTA DISTRICT COURT
FIRST JUDICIAL DISTRICT**

**COURT ATTENDANT
#01083026**

OFFICE & LOCATION	CLASS	HOURS OF WORK	TYPE OF RECRUITMENT
First Judicial District Scott County District Court Scott County Justice Center Shakopee, MN	Court Attendant Non-Exempt Union - Teamsters	Full-time 40 hrs/wk M-F 8:00 – 4:30	Internal and External

The First Judicial District seeks a Court Attendant for Scott County District Court in Shakopee, Minnesota. This position is responsible courtroom clerical work facilitating efficient courtroom proceedings in a District Court of the Minnesota State Court System. Work is performed in accordance with established procedures and practices under the general supervision of a judge or court supervisor.

RESPONSIBILITIES:

- Prepares courtrooms for court proceedings; checks in attorneys and clients.
- Meets with judges and assists them in coordinating court proceedings by retrieving documents, photocopying materials and acting as a liaison between judges, juries, attorneys and public.
- Distributes court calendars and files; tracks case files.
- Draw juries; secures and sequesters jurors and escorts jurors to the courtroom; swears in juries.
- Administers oaths; receives, records, tracks and secures court exhibits; photocopies and files court minutes.
- Assists attorneys in selecting trial dates and completing necessary forms.
- Reads and records verdicts and delivers them to the appropriate office for processing and filing;
- Provides general clerical help such as photocopying, faxing, light typing, filing, reception, and sorting and distributing mail.

MINIMUM QUALIFICATIONS:

Graduation from approved high school required. Experience as a Court Attendant or in the legal field preferred. **Successful candidates will be required to pass a criminal background check.**

DESIRED ADDITIONAL QUALIFICATIONS:

Knowledge of courtroom proceedings; knowledge of basic math, English, grammar and legal terminology; basic computer skills; ability to work effectively with the public and associates in a professional manner; ability to maintain effective working relationships with co-workers, supervisor and court stakeholders; ability to operate various office equipment; and ability to handle multiple tasks at one time.

SALARY RANGE: \$12.18 – 17.68/hour (full range), hiring to the mid-point. Full-time State of Minnesota benefits eligible.

State application can be downloaded from <http://www.mncourts.gov/?page=163> or requested by calling (651) 438-8485. Submit completed application and resume to: First Judicial District Administration, Human Resources, Dakota County Judicial Center, 1560 West Highway 55, Hastings, MN 55033.

**INTERNAL APPLICATION DEADLINE: Wednesday, December 26, 2007;
EXTERNAL APPLICATION DEADLINE: Monday, January 7, 2008; 4:30 p.m.**

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