

**Job Title: Office Support I - Tipstaff**

**Reports to:** Court Operations Director

**PART TIME**

**HOURLY RATE \$18.16**

**JOB DESCRIPTION:**

**Summary / Objective**

The tipstaff provides support to the jury coordinator when jurors report for selection and trial. The tipstaff also assists with courtroom flow for various types of court sessions including central court hearings arbitration hearings, and mortgage foreclosure conciliation conferences.

**Position Duties and Responsibilities**

- Assist jury coordinator when jurors report for selection by validating parking, distributing juror buttons and helping reseal jurors to a panel.
- Escort jurors in an orderly fashion from the jury selection room to the courtroom.
- Distribute parking validation stickers and communicate with jury coordinator and parking authority when jurors are dismissed for the day.
- Prepare for arbitration hearings by signing on to laptops at Barrister's Club, assisting with sign in for the arbitrators, and communicating with counsel to determine order of hearings.
- Communicate with arbitration coordinator to ensure proper disposition of cases and emailing all appropriate documentation immediately.
- Assist with mortgage foreclosure conciliation conferences by bringing files to the courtroom, preparing the sign in sheet for counsel and litigants, and overseeing the call of the list.

**Other Duties**

Perform other duties as required to ensure the efficient and effective operation of the courtroom.

**Requirements and Qualifications**

- Must possess high school diploma or G.E.D.
- Strong organizational and communication skills.