

# **GIRLS STATE JOB DESCRIPTION**

## **Title: Court Staff**

You will sit in on all Court sessions to give guidance and help the Education staff (Attorneys, etc.) whenever and wherever possible. You will help the Junior Counselor assigned to these areas to keep order.

You may be a Senior Counselor with an assigned city and will work with the Junior Counselor assigned to your city to help keep track of the Delegates in the dorm and to keep order. You will attend all city meetings. Guidelines for City Counselors will be in the packets.

You must maintain proper conduct, as the Delegates should see you as an example of a dignified leader.

If you have free time, you may attend any of the sessions you wish.

Provide court cases to Delegates at check-in on Saturday.

Accept volunteers or assign Court Reporters for each "court". Work with the Court Reporter in preparing the report for the evening session, approving it before it is given. Reports should be short and give highlights of the day's events.

## **HINTS FOR COURT:**

Take roll call prior to walking to courts. Move in an organized fashion.

Be aware of any health considerations and make appropriate arrangements.

Require at least three staff members each day, except Monday, so there is a staff member (Junior or Senior) at each location.

Be prepared to assist the Delegates in arranging time for them to work on their cases if necessary.