

ASSISTANT COURT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Court Clerk, an incumbent of this class performs clerical work of a specialized nature involving responsibility for the preparation and maintenance of court records including legal documents, forms and reports. Work involves public contact with attorneys and the general public for whom the local court procedures are explained and interpreted. Work is performed manually and/or through the use of automated office equipment. Supervision may be a function of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Handles court mail and correspondence;

Enters information from complaints into the dockets (Motor Vehicle, Civil, Criminal); either manually and/or using automated office equipment;

Completes certificates of convictions and forwards dispositions to Motor Vehicle Bureau in Albany, State Police, Westchester County Department of Public Safety, and local police;

Prepares and issues summonses and warrants and submits lists to County Clerk;

Collects fines, issues receipts, and maintains accounts of amounts collected;

Assists in the preparation of the monthly financial report and submission of same to the Department of Audit and Control;

May, in the absence of the Court Clerk, assume supervisory responsibility over subordinate court personnel;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of office management; good knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and business English; familiarity with criminal and civil law, court procedures, and legal documents; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to understand and follow oral and written instructions; ability to prepare reports and to handle correspondence; ability to secure the cooperation of others; ability to deal with others tactfully and effectively; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; good judgment; initiative; integrity; courtesy; accuracy; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and one (1) year of general clerical experience, including or supplemented by six (6) months of clerical and/or word processing experience in an attorney's office, court, or other location requiring regular exposure to civil law, court procedures and legal documents.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted for the one (1) year of general clerical experience. Satisfactory completion of 8 college credits* in Criminal Law, Business Law or a closely related subject may be substituted for three (3) months of the specialized experience. There is no substitution for the additional three (3) months of specialized experience in an attorney's office, court, or other location requiring regular exposure to civil law, court procedures and legal documents.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT: This position is a public officer position and as such, all appointees must meet the requirements of the Public Officer's Law, including residency. Incumbents must be a New York State resident at time of appointment, and may also be required to meet local jurisdictional requirements regarding residency.