

ACTING VILLAGE JUSTICE

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this class conducts sessions of the Justice and Special Sessions Courts of the various villages for and on behalf of the Village Justice in his/her absence. This is a part-time appointed position which hears cases and renders decisions. The incumbent is responsible to the citizens of the various villages for carrying out the functions of the office as defined by Village Law. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts for and on behalf of the Village Justice in his/her absence;

Conducts court sessions, and hears civil cases brought before the Justice Court and criminal cases brought before the Court of Special Sessions;

Holds arraignments, executes information, and issues warrants for arrest;

Presides over courts to perform weddings;

Instructs juries;

Renders decisions in non-jury cases;

Sentences criminals, imposes fines, etc.;

Maintains order in the courtroom at all times;

Supervises the administrative, stenographic and clerical work performed by the courts' clerical staff.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the Constitutional and Municipal Laws; thorough knowledge of legal terminology and court proceedings; good knowledge of the provisions of the Village Charter and/or local laws of the Village; ability to exercise independent judgment and initiative; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; courtesy, tact, physical condition commensurate with the demands of the position.

DESIRED ACCEPTABLE TRAINING AND EXPERIENCE: License to practice law in the State of New York and five (5) years of experience in the practice of civil/criminal law.

Villages

J. C.: Exempt

Job Class Code: 0151