

COURT CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Village or Town Justice, an incumbent of this class performs work of a specialized nature involving responsibility for the preparation and maintenance of court records including legal documents, forms and reports. The work also involves important public contacts with attorneys and the general public for whom local court procedures are explained and interpreted. Supervision is exercised over the work of Assistant Court Clerks and subordinate clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Enters cases in court docket;

Prepares and maintains court calendar;

Computes interest and costs;

Enters court case notes and correspondence on automated office equipment requiring the manipulation of a standard alphanumeric keyboard;

Prepares and issues summonses;

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

Independently composes letters, memoranda and reports regarding court procedures and problems;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of office management; thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and business English; working knowledge of criminal and civil law, court procedures and legal documents; ability to follow complex oral and written directions and to prepare reports and correspondence and other material from brief instructions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to manipulate a standard alphanumeric keyboard at a rate of 35 words per minute for those jurisdictions where keyboarding is required in the performance of duties; 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 three (3) years of clerical and 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 60 college credits* which must have included one course in Criminal Law, Business Law, or a closely related legal studies course may be substituted at the rate of 30 college credits per year, for up to two (2) years of the experience described above.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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.

Towns & Villages

J. C.: Exempt (where Justice is elected)
Exempt (Village of Port Chester – 1 position)
Competitive (where Justice is appointed)

Job Class Code: 0046