

ASSISTANT COURT CLERK

GENERAL STATEMENT OF DUTIES: Performs clerical work of a specialized nature in maintaining court records; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Court Clerk, this position entails clerical work with the responsibility for the preparation of various legal documents, forms and reports. Work is performed manually and/or through the use of automated office equipment. The incumbent in this position is involved with contact with attorneys and the general public for whom the local court procedures are explained and interpreted. Supervision is not usually a function of this position.

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 use 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 office terminology, procedures and equipment; working knowledge of business English; familiarity with criminal and civil law, court procedures, and of legal documents and forms; ability to 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 operate a standard alphanumeric keyboard; good judgment; initiative; integrity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) one (1) year of clerical experience, six (6) months of which must have been in an attorney's office, court, or other location where civil law, court procedures, or legal documents are reviewed and/or prepared; or (b) completion of a one year post high school business course which included a course in business law or a legal secretarial course; or (c) completion of 30 college credits which must have included one course in Criminal Law, Business Law or a closely related legal studies course, or (d) satisfactory equivalent combination of the foregoing training and experience.

SPECIAL NOTE: This is a public officer position and all appointees must meet the requirement for public officers as specified in the Public Officers Law.