

COURT ASSISTANT
(Town of Greenburgh)

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of the Town Justices, the incumbent of this position has administrative responsibility over accounts, budgeting, supervision of court personnel, records management, methods and procedures, office services and preparation of reports for the Town Court. The Court Assistant plans, assigns and reviews the work of subordinate court personnel and is responsible for the satisfactory completion of the clerical work of the Justice Court. The incumbent in this class serves as an office manager and may represent the Justice Court in contacts with the Town Board, Police Department, Town Supervisor, District Attorney's Office and other authorities. This position differs from that of the Court Clerk in that the Court Assistant does not enter cases in the court docket, prepare and maintain the court calendar or prepare and issue summonses. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Responsible for clerical, administrative and management functions of the Town of Greenburgh Justice Court;

Prepares monthly written reports on court operations, various statistical records and additional reports as required;

Plans, assigns, reviews work and evaluates the performance level of assigned subordinate staff;

Ensures court staff is properly trained in their functions and responsibilities;

Responsible for maintenance and management of court records;

Reviews and makes recommendations regarding methods and procedures to ensure both efficiency of court operations and that court records are accurate, up-to-date, and easily retrieved;

Prepares the budget for the division and presents it to the Town Board;

Works closely with Accountant to resolve bank reconciliation issues and other problems with Justice accounts;

Prepares and verifies bills and vouchers prior to submission for Town Justice signature;

Acts as liaison between the Town Justices and attorneys, the Town Administration, the District Attorney's Office and other authorities in responding to requests for information regarding cases pending, complaints and other requests;

Answers telephone calls for Town Justices, and either independently handles requests for routine information or takes messages and routes calls to appropriate staff;

Opens, sorts and reads incoming mail for Town Justices, responds to routine correspondence about procedures and/or directs to appropriate staff person;

EXAMPLES OF WORK (Illustrative Only) (Cont'd.):

Serves as office manager, planning and organizing the maintenance of office facilities, equipment and supplies;

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

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of office management; good knowledge of public administration as it pertains to personnel management, budgeting, purchasing, and financial recordkeeping; familiarity with research methods and statistics; good knowledge of court procedures and legal documents; ability to clearly and accurately analyze facts, figures and processes; ability to become familiar with and adapt to laws, regulations, policies and practices; ability to plan and supervise the work of others; ability to present oral and written opinions and comments clearly and concisely; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; thoroughness and dependability; courtesy; tact; good judgment; reliability.

DESIRABLE MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six (6) years of work experience where the primary function of the position was in an administrative support capacity† and two (2) years of experience where the primary function of the position must have included clerical and/or word processing experience in an attorney's office, court or other position involving regular exposure to civil law, court procedures and legal documents.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's* or Master's* Degree may be substituted on a year for year basis for up to five (5) years of the general work experience described above, however there is no substitution for the two (2) years of specialized experience working in an attorney's office, court, or related position requiring regular exposure to civil law, court procedures and legal documents.

NOTE: Unless otherwise indicated, 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 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.

†DEFINITION: Administrative support experience is defined as providing support or back-up functions to higher level administrators in areas such as: office management; participation in budget preparation and monitoring; payroll and personnel type functions; involvement in the development and/or review of department-wide practices and procedures; evaluating departmental operations; participation in planning; financial

†DEFINITION (Cont'd): recordkeeping, accounting, or management activities; purchasing; public relations, community relations, public information activities; and other similar functions. "Line" functions involved in the delivery of services or in the day to day operations of a department would not be qualifying experience.