

COURT CLERK

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

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Village or Town Justice, an incumbent of this class performs difficult work involving responsibility for the preparation of a number of 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 may be exercised over the work of clerical assistants.

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 a 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;

Supervises the work of a subordinate clerical staff;

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 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; good judgment; initiative; integrity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and either (a) two (2) years of clerical and word processing experience in an attorney's office, court or other position where civil law, court procedures or legal documents are concerned; or (b) completion of a two-year Business School program, including a course in business law or a legal secretarial course; or (c) completion of 60 college credits which must have included one course in Criminal Law, Business Law or a closely related legal studies course; or (d) a 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.

Towns & Villages

J. C.: Exempt (where Justice is elected)
Competitive (where Justice is appointed)

Job Class Code: 0046

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