

TOWN JUSTICE

GENERAL STATEMENT OF DUTIES: Conducts sessions of the Justice and Special Sessions Courts of the various towns; hears cases and renders decisions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a part-time, elective position in which the Town Justice is responsible to the electorate for carrying out the functions of his office as defined by Town Law.

EXAMPLES OF WORK: (Illustrative Only)

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;

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 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.

Towns
J. C.: Unclassified
1

Job Class Code: 0005