

## **JUSTICE COURT CLERK (PT)**

### **DISTINGUISHING FEATURES OF THE CLASS:**

Under the supervision of the Town Justice, this employee is responsible for recording minutes, preparing forms, receiving and depositing monies, and other clerical duties associated with a town or village court. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Records minutes of court proceedings;  
Collect statistics and prepares periodic reports;  
Prepares, processes, and files a variety of court forms;  
Enters convictions on drivers' licenses and prepares forms for the Department of Motor Vehicles; Posts court appearances on monthly reports;  
Responds to inquiries and provides assistance to lawyers, parties to the court proceedings, and the public;  
Examines court documents to ensure their accuracy, completeness and legal sufficiency, and signs as clerk of the court;  
Collects monies, writes receipts to defendants, reconciles daily receipts, deposits, prepares reports;  
Prepares small claim actions and assists member of the public in preparing forms;  
Answers phone and written correspondence with law enforcement office, attorneys, defendants, and plaintiffs.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Working knowledge of functions and organization of the Unified Court System;  
Working knowledge of basic legal terminology, codes, abbreviations, court forms and practices;  
Basic knowledge of office equipment;  
Basic knowledge of record keeping;  
Ability to type, and to operate a computer, calculator, copy machine, fax, and scanner;  
Ability to communicate well both orally and in writing;  
Ability to file and retrieve materials;  
Ability to keep organized, legible records;  
Ability to work effectively with justices, attorneys, and the public;  
Physical condition commensurate with the demands of the position.

### **SUGGESTED QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and some clerical and computer experience.

### **SALARY:**

Town of Catharine Court Clerk – \$4,050/year  
Village of Odessa Court Clerk – \$3,150/year