

DEPARTMENT: **TOWNS & VILLAGES**
CLASSIFICATION: **EXEMPT – CHECK APPENDICES FOR NUMBER APPROVED**
APPROVED: **MARCH 9, 2007**

JUSTICE CLERK

DISTINGUISHING FEATURES OF THE CLASS: The incumbent serves in a confidential capacity for the Town/Village Justice and is responsible for managing court operations related to case processing and for receiving, accounting, and disbursing of fines, fees, bail and other public or custodial funds. Works under the direct supervision of the judge who assigns and directs work, reviews performance and is available for guidance. The incumbent exercises independent judgment and is permitted wide latitude in planning, coordinating and scheduling court activities. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Establishes and maintains files for summonses, traffic tickets, criminal information, and other documents concerning court proceedings;
2. Responds to inquiries by telephone and mail requesting assistance and information regarding court activities and proceedings;
3. Prepares court calendar for each court day and/or night;
4. Performs various clerical duties for the courts which may include preparing and distributing domestic violence reports; maintaining an “order of protection” file; preparing requests and data for probation reports; transferring cases, files and financial records for defendants indicted by the grand jury; scheduling weddings to be performed by the Justice; preparing requests for destruction of certain court files and records; preparing dockets and books for annual audit by the Town/Village Board; and supplying dispositions and certificates of convictions upon request from the public;
5. Maintains financial records that may include receiving, recording, depositing and processing fines, fees, bail, petty cash, etc. and reconciling accounts;
6. Maintains various records for the court which may include “plea by mail” records, unanswered tickets files, attendance for the defensive driving program, and other related records;
7. Compiles and submits monthly reports to the New York State Comptroller and the Department of Motor Vehicles;
8. Establishes and maintains docket for each court case;
9. Enters dispositions on tickets for arresting agencies, sends information to arresting agencies, and sends disposed vehicle and traffic tickets to the Department of Motor Vehicles;
10. Prepares criminal disposition records for each criminal case after arraignment and submits to the Office of Criminal Justice;
11. Keeps abreast of all changes in the justice court system and how these changes affect the court;
12. Maintains claims, records, judgments, and scheduling of small claims court and civil hearings;
13. Assists defendants, attorneys, district attorney’s office, law enforcement personnel, plaintiffs, and the public;
14. Utilizes a personal computer to input court related data, type correspondence, and maintain computerized records;
15. Maintains and orders office supplies and equipment when necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of basic legal terminology, codes and abbreviations; working knowledge of court forms, practices and procedures; working knowledge of office terminology, procedures, and equipment; good clerical computer skills; ability to type from clear copy, rough draft, or dictating machine at a reasonable rate of speed; ability to understand and follow verbal and written directions; ability to maintain accurate records; ability to write legibly; ability to get along well with others and interact effectively with the public; ability to maintain confidentiality; clerical aptitude; mental alertness; neatness of appearance; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.