

Department: In All Civil Divisions
Classification: Exempt
Grade: _____

SPEC DISK 19
DOCUMENT 50

CLERK TO THE TOWN JUSTICE

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing routine clerical work, and/or assists in performing more difficult and responsible clerical work regarding all legal matters pertaining to the office of a town court. The work is primarily of a routine nature and involves the performance of standardized clerical tasks. The work involves public contact with attorneys, the general public and the Office of the District Attorney in connection with courtroom procedures. The work is performed under the general supervision of the Town Justices. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sorts and files courtroom mail
Answers communications and performs a variety of related legal clerical duties
Collects fines and inputs fines into computer program
Organizes bench trials
May coordinate jury trials
May schedule small claims hearings
Provides all case documents to Attorneys
Provides reports to board or appointing authority
Prepares traffic dispositions and records in Statewide computer program
Coordinates all supporting agencies for court (state police, sheriff, public defenders, district attorney, etc.)
Collects fees and accounts for monies received, reconciles bank accounts, prepares monthly accounting reports
Checks court reports and records for clerical accuracy
Prepares orders, summonses, warrants, etc.
Keeps records of all convictions and issues reports to proper bureaus
Assists Town Justice during all court proceedings

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; good knowledge of court procedures and of legal documents; good knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to prepare correspondence and reports; ability to get along with others; ability to write legibly; clerical aptitude, mental alertness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of high school equivalency diploma and one (1) year of clerical experience