

CLERK TO THE TOWN JUSTICE

Distinguishing Features of the Class:

This is technical paraprofessional work of a moderately complex nature involving supervision of day-to-day clerical functions of a Town Justice Court. Work is performed under general supervision of the Town Justices and Town Supervisor with considerable leeway for the exercise of independent judgment in the performance of the duties. Performs related work as required.

Typical Work Activities:

- Supervises preparation of the court calendar for criminal and traffic matters, and coordinates calendar with District Attorney's office and other law enforcement agencies as appropriate;
- Answers phones and interacts with the public in a professional manner;
- Inputs and maintains court records, traffic tickets, and civil matters;
- Processes court documents;
- Collects fines/fees;
- Keeps financial records and issues receipts;
- Files monthly reports as required;
- Maintains court dockets and updates according to calendar and adjudication of cases;
- Sorts and processes incoming and outgoing mail;
- Performs a variety of related activities as required.

Essential Knowledge, Skills, and Abilities:

Good knowledge of personal computer equipment and software; good knowledge of business office equipment; good knowledge of office terminology and procedures; good knowledge of business arithmetic and English; working knowledge of the principles and practices of law, in particular as relates to a town court; ability to communicate effectively both verbally and in writing; ability to establish and maintain effective working relationships; ability to maintain calm in stressful situations; ability to maintain confidentiality; integrity; tact.

Minimum Qualifications:

- (A) Associates degree and two (2) years of experience as a paralegal, secretary, office manager or comparable level clerical position in an office where there is a significant legal component to the work; or
- (B) Graduation from high school or possession of a comparable diploma and four (4) years of experience as a paralegal, secretary, office manager or comparable level clerical position in an office where there is a significant legal component to the work; or
- (C) An equivalent combination of training and experience as indicated above.