

## DEPUTY COURT CLERK

Code No. 3-18-423  
EXEMPT\*

**DISTINGUISHING FEATURES OF THE CLASS:** This is a confidential clerical position in a town, responsible for providing support to the Town Court staff. Duties include, but are not limited to, collecting fees and fines, preparing documentation for court cases, and processing follow-up paperwork. The position works closely with clerks assigned to specific judges and within applicable state and local laws. The employee reports directly to, and works under the general supervision of the Chief Court Clerk or other higher-level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists clerks during court sessions by pulling traffic tickets, and assisting with Driving While Intoxicated (DWI) paperwork and copies of Orders of Protection;

Processes related paperwork following court action, and types and distributes the final decisions/judgments;

Processes small claims including the initial filing, distribution of notices to all parties, and confirming dates with judges;

Collects monies for court cases;

Processes deposits and reports for parking tickets;

Enters tickets into the computer from various police agencies;

Prepares traffic and criminal cases for the court calendar;

Responds to calls for the office from various agencies including, but not limited to, the Monroe County Office of Probation – Community Corrections, Monroe County Jail Bureau, and attorneys;

Performs and maintains alphabetical, numerical and/or personal filing system for the court;

Performs complex electronic searches related to court documents, records and files;

Prepares legal documents, certifications, authorizations and other forms;

Serves as a floater to cover other clerks' absences.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of office and clerical procedures; good knowledge of the functions and organization of the Unified Court System; working knowledge of basic legal terminology; ability to collect fines and maintain related records accurately; ability to operate a computer for data entry, retrieval, and word processing purposes; ability to prepare legal documents, certifications, and authorizations; ability to communicate effectively; ability to establish and maintain effective working relationships; ability to evaluate work priorities; ability to handle sensitive matters on a confidential basis; good judgment; physical condition commensurate with the demands of the position.

Monroe County Civil Service Commission

**ADOPTED:** June 8, 2006

**REVISED:** March 6, 2025

\*Approved by the New York State Civil Service Commission in the exempt jurisdictional class for the Town of Irondequoit for (2) positions.