

DEPUTY COURT CLERK

Code No. 3-18-423

EXEMPT

Town of Irondequoit

DISTINGUISHING FEATURES OF THE CLASS: This is a confidential clerical position in a Town responsible for providing support to the Town Clerk's staff. Work involves collecting fees and fines, preparing documentation for court cases and follow-up paperwork. The work is performed within applicable state and local laws. The employee reports directly to and work under the general supervision of the Chief Court Clerk. 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.)

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;

Answers calls for the office from various agencies including Monroe County Office of Probation, Monroe County Jail, and attorneys;

Greets and assists individuals at the counter to obtain dispositions, pay fines, etc;

Processes related paperwork following court action;

Works closely with clerks assigned to specific judges;

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; 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; tact; good judgment; patience; physical condition commensurate with the demands of the position.

Approved Exempt for the Town of Irondequoit by State Civil Service action on 4/1//05

ADOPTED: June 8, 2006