

CHIEF COURT CLERK

Code No. 3-18-318

Competitive

EXEMPT (Towns of Greece, Irondequoit and Penfield only)

DISTINGUISHING FEATURES OF THE CLASS: This is a confidential position in a Town responsible for managing court operations related to case processing, budget and payroll production, deployment and management of nonjudicial personnel, and coordination with non-court agencies. The employee is responsible for the receipt, accounting and disbursing of fines, fees, bail and other public funds. The employee reports directly to and works under general supervision from a Town Justice. 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.)

Supervises a large staff of clerical personnel;

Prepares budget requests and determines priorities for resource allocation;

Consults with judges and Office of Court Administration to develop court policy, procedures, administrative structure and new programs;

Reviews and prepares reports on daily fine receipts, bank deposits and other fiscal activities;

Acts as liaison to outside agencies such as the District Attorney, the Public Defender, and community organizations;

Reviews unusual petitions, affidavits, warrants and other court documents to determine appropriate processing, and signs documents as clerk of the court;

Monitors the operations of trial to insure maximum utilization;

Responds to unusual inquiries from attorney, parties to court proceedings, and the public, and explains complex procedural requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the functions and organization of the Unified Court System; good knowledge of basic legal terminology, codes and abbreviations; good knowledge of court forms, practices and procedures; good knowledge of personnel, budgeting, and administrative practices and procedures; ability to communicate effectively in individual and group settings; ability to read legal documents and ascertain any defects in form, content and accuracy; ability to refer to appropriate documents, books, citations or other sources in order to respond to specific questions from attorney, litigants and the general public; ability to clearly communicate written information and apply basic rules of English grammar, usage and sentence structure; ability to interpret policies, statutes, rules and regulations and adapt them to specific instructions and directives; ability to identify problems and recommend solutions; ability to establish procedures to monitor or regulate activities; ability to evaluate work priorities; ability to train, supervise and coordinate the activities of staff; ability to handle sensitive matters on a confidential basis; tact; good judgment; patience; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: February 13, 1992

REVISED: February 8, 1996

Approved exempt for the Town of Irondequoit by the New York State Civil Service Commission on February 28, 2002

Approved exempt for the Town of Penfield by the New York State Civil Service Commission on October 18, 2004