

CLERK TO THE VILLAGE JUSTICE

Code No.: 6-03-018

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is an appointed secretarial and bookkeeping position serving a Village Justice(s). The work involves receiving and depositing monies, keeping books, writing checks, etc., as well as preparing correspondence, reports and dockets. The work will involve court attendance including nights. The employee works under general supervision from and reports directly to, the Village Justice(s). Supervision may be a responsibility of this class. 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):

Receives all fine and bail monies, issues receipts, deposits all monies, keeps cashbooks, writes checks and balances bank statements;

Prepares and types all correspondence regarding pleas by mail, non-appearance letters, trial requests, etc.;

Types weekly docket, schedules all court cases for court night with District Attorney and stenographer present;

Maintains various files;

Orders supplies and equipment, keeps inventory;

Closes out all cases appearing on the docket; issuing warrants, probation reports, jail committment, etc.;

Types monthly reports for State Department of audit and control;

Answers telephone, greets visitors, makes appointments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, practices and techniques, good knowledge of English grammar and usage; good knowledge of single and double entry bookkeeping; working knowledge of courtroom procedures; working knowledge of New York State Civil Law; ability to type at a satisfactory rate of speed; ability to keep records; ability to post ledgers, journals and control records; mathematical ability; ability to operate a variety of office machines and equipment including an electronic work station; ability to understand, follow and interpret oral and written directions; ability to deal effectively with the public; ability to maintain confidentiality; tact; courtesy; poise; good judgment; health commensurate with the demands of the position.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

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: October 15, 1987