

ASSISTANT CLERK TO TOWN JUSTICE

Code No.: 4-05-193

Competitive

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the independent performance of varied clerical and record keeping duties related to the operation of a town Justice Court. The work is performed in accordance with well-defined objectives, policies and procedures, but detailed instructions are given for new or difficult assignments. Employees in this position work directly with court clerks assigned to specific judges and with the public. The employee reports directly to and works under the general supervision of a higher level court clerk who is available to assist with unusual problems or policy questions. 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 from various police agencies into a computerized data base;

Prepares traffic and criminal cases for the court calendar;

Answers telephone calls;

Processes paper work resulting from calendar court;

Assists individuals paying fines or obtaining dispositions;

Prepares legal documents, certifications, authorizations, and other forms;

Serves as floater when confidential clerk is absent.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, practices, procedures, routines and equipment; good knowledge of business arithmetic and English; good knowledge of the techniques involved in record keeping; organizational ability; ability to operate a variety of office equipment, such as computers, calculators, copiers, and adding machines; ability to work effectively with the public and with other staff members; tact; courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and one (1) year of paid full time or its part time equivalent experience in office clerical work, which must have involved public contact;*
- OR,

- (B) Two (2) years of paid full time or its part time equivalent experience in office clerical work, which must have involved public contact;* OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*Public contact work is defined as substantial face-to-face, or telephone communication with adults (age 12+) involving customer service, persuasion, teaching, negotiation, explaining, counseling, and similar activities. The nature of the content is such that it requires judgment on the part of the individual in dealing with or responding to another person.

NOTE: A minimum of one (1) year of experience is required, additional training beyond the Associate's degree level cannot be substituted for this year of experience.

SPECIAL REQUIREMENT:

If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

ADOPTED: January 8, 2009

ADDITIONAL REQUIREMENT:

Depending on position duties, candidates for employment will be required to pass a pre-employment drug test.