

## DEPUTY COURT ADMINISTRATOR

Code No.: 6-04-032

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position in Town government involving assisting a Court Administrator in the operations of the Town Justice Court. Employees of this class work directly with the Town Justice while court is in session. Direct supervision is received from a Court Administrator. Supervision is not 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.)

Prepares and processes traffic, civil and criminal court dockets;

Assigns and schedules court cases to Town Justice;

Prepares reports to the Department of Audit and Control;

Records and balances fines, penalties and bail forfeitures collected by the courts;

Prepares checks for judge's signature;

Completes local court criminal disposition report forms;

Enters and updates court case information on a computer terminal;

Obtains and gives out information by telephone and in person;

Maintains filing system for the court;

Assists in training new personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of courtroom practices and procedures; working knowledge of accounting and bookkeeping; working knowledge of record keeping procedures; ability to organize material and prepare narrative and financial reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective relationships with others; ability to deal effectively with the public; honesty; accuracy; integrity; initiative; physical condition commensurate with the demands of the position.

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

- (A) Four (4) years of progressively responsible paid full-time or its part-time equivalent clerical experience which has included accounting, bookkeeping, or financial record keeping; OR,

- (B) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree plus two (2) years of experience as described in (A); OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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.

REVISED: January 12, 1984