

CLERK TO THE TOWN JUSTICE

DISTINGUISHING FEATURES OF THE CLASS: Performs a variety of clerical and administrative duties in support of the elected Town Justices under the supervision of the Chief Court Clerk with a large percentage of time devoted to the processing of motor vehicle traffic tickets. Supervises all part time employees in the Town Courts. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Oversees and participates in the collection of fines/bail insurance receipts;
Oversees and performs in the recording and reconciling all fines/bail and reconciling all monies collected and making bank deposits on a timely basis;
Oversee the preparation and filing of all court related reports documents;
Maintain adequate staffing level for Town Courts;
Respond to the needs and/or inquires of both the public and private sector either in person, over the phone, or through written correspondence.
Stay informed and educated of new developments, laws, regulation and procedures that impact the Town Courts and plan for changes accordingly;
Operate a variety of office equipment including a computer, calculator, typewriter, copy machine, postage meter, telephone, and fax machine.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of civil and criminal court procedures, forms, instruments and legal terminology Good knowledge of modern methods used in maintaining financial accounts and records Good knowledge of office procedures, terminology and equipment; good knowledge of business arithmetic and English; ability to plan, schedule, assign and supervise work of others; ability to follow and carry out oral and written directions; ability to maintain a high degree of accuracy; ability to instruct and train in methods and procedures; tact and courtesy; physical condition commensurate with the demands of the position.

PREFERRED MINIMUM QUALIFICATIONS:

Graduation from High School or possession of a high school equivalency diploma (GED) and two (2) years of office experience, preferably within a Court or legal setting; or paralegal experience.

Please email completed application to: MoreauTownCourt@nycourts.gov .