

CLERK TO THE JUSTICE

DISTINGUISHING FEATURES OF THE CLASS:

This is clerical work involving responsibility for handling various details of the office and court of an elected Town or Village Justice. Depending upon the nature of projects assigned by the Justice, responsibilities may range from routine typing and filing to more difficult stenographic and bookkeeping work. Employees in this class may be required to attend court sessions at various hours of the day and night.

TYPICAL WORK ACTIVITIES:

1. Mails letters and legal notices;
2. Receives and records fees and fines, keeps financial records, and issues receipts;
3. Enters all cases in the dockets (Motor Vehicle, Civil, Criminal);
4. Types reports and letters from clear copy, rough draft, or dictaphone;
5. Takes and transcribes dictation of letters, memos and, if required, court proceedings;
6. Compiles statistics for reports;
7. Operates various office machines;
8. Acts as receptionist and answers requests for routine information;
9. Files and maintains a variety of documents and court records;
10. Performs miscellaneous errands;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; working knowledge of legal terminology and procedures; ability to type and take dictation, if required, at an acceptable rate of speed; ability to understand and follow detailed oral and written instructions; ability to get along well with others; ability to write legible; clerical aptitude; neatness of appearance; tact and courtesy; integrity; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

No minimum qualifications.

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ADOPTED: 06/13/74

REVISED: 10/23/78