

## DEPUTY COURT CLERK

### DISTINGUISHING FEATURES OF THE CLASS:

This is clerical position involving responsibility for handling various details of the court office and court of a town or village. Work is performed under the direct supervision of the Court Clerk. This position differs from Clerk to the Justice in that a Clerk to the Justice works for a specific elected Town or Village Justice, while a Deputy Court Clerk works for all Justices in a Town or Village Court. Responsibilities may range from routine typing and filing to more difficult office management 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:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists in maintaining court calendar and notifies appropriate parties (i.e., jurors, court officers, private attorneys and defendants);
2. Opens and sorts mail, according to fines, tickets, parking notices, civil and criminal matters, for all Justices;
3. Completes forms, such as criminal summons and small-claim complaint forms, and submits to the proper authorities;
4. May receive and record fees and fines, keep financial records, and issue receipts;
5. May enter all cases in the dockets (motor vehicle, civil, criminal);
6. Types letters and forms from clear copy, rough draft, or dictation machine/voice recorder;
7. May take and transcribe dictation of letters, memos and, if required, court proceedings;
8. Acts as receptionist and answers requests for routine information;
9. Files and maintains a variety of documents and court records;
10. Operates various office machines.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good 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 legibly; clerical and numerical aptitude; neatness of appearance; tact and courtesy; integrity; dependability; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) One (1) year of clerical experience, which involved public contact and typing;  
OR: (B) Completion of thirty (30) college credits;  
OR: (C) An equivalent combination of education, training and experience as defined by the limits of (A) through (B) above.

**DEPUTY COURT CLERK** (Cont'd)

NOTE:

1. Only education gained at a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education is acceptable for purposes of qualification.
2. Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

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