

COURT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for functions and activities relating to a municipal court system where civil, criminal, and/or traffic cases are processed. Work is carried out in accordance with established procedures. This requires contact with attorneys and the general public for whom local court procedures are explained and interpreted. Work is performed under the general supervision of presiding judges or the Clerk to Justice. Supervision may be exercised over the work of clerical employees but regular supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Processes court mail and correspondence;
Responds to oral and written inquiries from the public concerning scheduling of cases, court proceedings and practices;
Responds to inquiries from other courts, government agencies and attorneys concerning court procedures;
Prepares, maintains and retrieves court files;
Reviews documents for accuracy and completeness according to procedures and problems;
Uses a data entry terminal keyboard and visual screen to enter and retrieve pertinent data from computer files;
Enters court case notes, correspondence, and complaints into appropriate files;
Composes letters, memoranda and reports regarding court procedures and problems;
Performs various clerical duties such as typing, filing and answering the telephone;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of office organization;
Good knowledge of office terminology, procedures and equipment used;

Working knowledge of criminal and civil law, legal documents, and the rules, regulations, policies and practices of a court system;

Ability to understand and follow oral and written instructions;

Ability to independently prepare reports and correspondence;

Ability to handle sensitive matters on a confidential basis;

Ability to establish and maintain effective working relationships with others;

Ability to deal firmly yet courteously with the public;

Ability to organize and maintain accurate records and files;

Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases

Ability to communicate effectively;

Initiative;

Integrity;

Accuracy;

Dependability;

Tact.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in secretarial science or closely related field and one year of clerical experience in an attorney's office or court requiring regular exposure to civil law, court procedures and legal documents; OR

B) Graduation from high school or possession of an equivalency diploma and three years of clerical experience in an attorney's office or court requiring regular exposure to civil law, court procedures and legal documents.

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.