

JUSTICE COURT CLERK

Work hours: PT Position, 18 hours per week, including court 3 Tuesdays per month from 4:30 – 7:30 PM

Hourly wage: \$18.00 per hour

DISTINGUISHING FEATURES OF THE CLASS:

This is clerical position involving responsibility for handling various details of the court office. The Court Clerk will work with two Town Justices. Candidates must be proficient using a computer, MS Office. The position requires the ability to learn and be proficient in the use of a municipal software system. Excellent filing skills, ability to multi-task, office management and cash management and bookkeeping skills are essential. This person will be able to work with a variety of people and be respectful of the confidentiality of the information before them.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below. 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. Maintains court calendar and notifies appropriate parties (i.e., justices, court officers, special prosecutor, local police units, 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. Receives and records fees and fines, keeps financial records, and issue receipts;
5. Enters all cases in the dockets (motor vehicle, civil, criminal);
6. Word processing and data entry to complete letters and forms from clear copy;
7. Makes notes of court proceedings;
8. Acts as receptionist and answers requests for routine information;
9. Files and maintains a variety of documents and court records as required by the Records Management System of the State of New York;
10. Operates various office machines including computers, printers, copiers, fax, scanners and credit card machines.
11. Does related work as required;
12. Provides assistance to other departments in town when required;
13. Answers phones and emails and returns messages within 1 business day.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; working knowledge of legal terminology and procedures is helpful; ability to type and word process 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: Must be able to sit at a desk for extended periods of time while completing data entry, able to lift boxes which may weigh up to 40 pounds, able to rearrange court room setup including moving tables and chairs commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two years of work experience in a professional office environment.

TO APPLY:

Deliver an application, letter of interest and resume to Town Clerk Mary Alex.

Town of Washington

PO Box 667, Millbrook, NY 12545

Via Email: Townclerk@washingtnny.org with the subject line reading: Court Clerk & your last name

Job will be posted until position has been filled.