

ASSOCIATE JUSTICE COURT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work performed within a Town or Village Justice Court where there is more than one Justice. The primary responsibility is to manage and process court documents for cases assigned to a specific Justice in accordance with the Uniform Justice Court Act. In addition, an incumbent in this position may perform a variety of administrative duties and act for and in place of the Justice Court Clerk, as needed. The work is performed under the general direction of the Justice Court Clerk and work guidance (e.g., lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and maintains court calendars, schedules trial dates and coordinates adjournments based on stipulations submitted by parties;
Maintains dockets and other records related to criminal, civil and violation cases;
Processes applications related to vehicle and traffic violations;
Receives and records payments (e.g., bail, court fees, motion related charges), prepares deposits, reconciles accounts and maintains accurate financial records in compliance with court procedures;
Prepares and submits reports to various state and county agencies in compliance with statutory deadlines and reporting standards;
Processes and distributes court documents, including summonses, complaints, pleadings, proof of service and returned mandates or requisitions related to the property seizures;
Reviews and certifies pleadings submitted by plaintiffs and defendants;
Handles various aspects of jury trial proceedings, including receiving demands and motions, assisting with jury impaneling and maintaining records of juror fees and mileage;
Processes legal filings such as Confessions of Judgment, Executions, Notices of Conciliations and Appeals;
Advises plaintiffs on procedures for initiating civil claims and ensures proper filing of related documents;
May administer oaths, take acknowledgments and sign court processes or mandates as authorized.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the terminology and procedures of the Uniform Justice Court Act as they pertain to court clerks; good knowledge of court forms, practices and procedures; working knowledge of current business administrative practices and procedures; working knowledge of English and business arithmetic; ability to work independently within the scope of general direction; ability to prepare correspondence, data, reports and other materials from general instructions; ability to communicate effectively, both orally and in writing; ability to understand and carry out moderately complex oral and written instructions; ability to establish and maintain effective working relationships with others; ability to provide work guidance to staff; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

MINIMUM QUALIFICATIONS: Qualifications are determined by the appointing authority.