

JUSTICE COURT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is specialized administrative and supervisory work performed within a Town or Village Justice Court. The incumbent is responsible for overseeing all clerical and operational functions of the court in accordance with the Uniform Justice Court Act. The work involves independent judgment and discretion in implementing court policies and procedures, maintaining the integrity of official court records, ensuring financial accountability and providing direct administrative support to one or more Justices. The work is performed under the general supervision of one or more Justices and supervision is provided to lower-level court personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and coordinates all clerical and administrative operations of the Justice Court to ensure compliance with applicable laws, rules and procedures;

Supervises, trains and provides guidance to subordinate staff involved in docketing, financial processing and case management activities;

Manages and maintains official court calendars by scheduling trials, hearings and adjournments in coordination with Justices, attorneys and law enforcement agencies;

Prepares, reviews and certifies reports submitted to state and county agencies in compliance with statutory deadlines and reporting standards;

Oversees the filing, indexing and maintenance of all court records, dockets and case files involving criminal, civil and vehicle and traffic violation matters;

Maintains and reconciles all court financial accounts, including bail, fines, fees and surcharges and prepares deposits, audits accounts and ensures fiscal integrity and accuracy;

Administers oaths, takes acknowledgments and signs court processes or mandates;

Oversees the preparation and distribution of summonses, complaints, pleadings, judgments, executions and other legal documents;

Provides information and guidance to litigants, attorneys and the public regarding court procedures and filing requirements, ensuring the fair and consistent application of court rules;

Coordinates and administers various aspects of jury trial proceedings, including receiving demands and motions, managing jury impaneling and maintaining records of juror fees and mileage;

Ensures confidentiality, accuracy and proper retention of court records in accordance with statutory and administrative requirements;

Develops and recommends improvements to office procedures, recordkeeping systems and workflow efficiencies to enhance court operations;

Performs a variety of municipal administrative functions related to purchasing, payroll, timekeeping and expense processing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the terminology and procedures of the Uniform Justice Court Act as they pertain to court clerks; thorough knowledge of court forms, practices and procedures; good knowledge of current business administrative practices and procedures; good 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 understand and carry out complex oral and written instructions; ability to establish and maintain effective working relationships with others; ability to plan and supervise the work of others; 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.

R.C.D.P. (05.07.2015) 10.30.2025
Exempt