

Civil Division: Towns
Jurisdictional Class: Exempt
EEO Category: Administrative Support
Adopted: 11/02/17

CLERK TO TOWN JUSTICE

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this class perform clerical and administrative duties that are related to the town court and/or Town Justice/s. The incumbent works under the general supervision of the Town Justice/s. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares, follows up and completes case work documents;
Receives court forms, monies and receipts;
Receives and makes phone calls;
Performs filing and other administrative duties;
Prepares orders of the court.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: General knowledge of administrative and clerical procedures; general knowledge of town laws, codes and court procedures; ability to understand and follow simple oral and written directions; ability to write legibly; clerical aptitude; mental alertness; tact and courtesy.

MINIMUM QUALIFICATIONS: Appointed on the basis of experience, and other such qualifications, as the Town Supervisor may determine appropriate.

SUGGESTED QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

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