

CLERK TO TOWN JUSTICE

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work performed under the direction of a Town Justice. The class is responsible for conducting the day-to-day operations necessary for the operation of the Town Justice Court and involves attending court sessions. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)  
Prepares and arranges court calendars and notifies attorneys;  
Schedules civil and criminal summons;  
Issues warrants;  
Notifies, contacts and selects potential Jurors;  
Types pending decisions;  
Records all decisions of the court in docket books concerning  
criminal, civil and motor vehicle matters;  
Attends court sessions;  
Completes disposition sheets for various law enforcement agencies;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

MINIMUM QUALIFICATIONS: No qualifications as positions in this class are placed in the exempt class in accordance with the provisions of Section 41 (d) of the Civil Service Law.