

CLERK TO VILLAGE JUSTICE

DISTINGUISHING FEATURES OF THE CLASS: This is varied secretarial work performed under the direction of a Village Justice. Responsibilities include conducting day-to-day operations necessary for operation of the Village Justice Court and 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
civil, and motor vehicle matters;
Attends court sessions;
Completes disposition sheets for various law enforcement
agencies;
Prepares monthly reports to Audit and Control;
Collects and deposits all monies received by the Court;
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 (1d) of the Civil Service Law.