

ASSOCIATE JUSTICE COURT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a combination of clerical and ministerial work performed in a town or village Justice Court where there is more than one Justice. The work involves the responsibility for processing the documents of those cases assigned to a particular Justice. The incumbent, while generally subordinate to the Justice Court Clerk, assumes the full duties of such position in the absence of the Justice Court Clerk. Document processing is performed in accordance with the Uniform Justice Court Act and Rules. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and maintains court calendars;
Maintains dockets and other records of criminal, civil and violation proceedings;
Processes applications for disposal of vehicle and traffic charges;
Makes deposits of money including bail accounts and reconciles such accounts;
Prepares regular reports to a number of state and county agencies;

The following may be performed depending on the work of a particular court and delegation by the Justice:

Administers oaths, takes acknowledgements and signs processes or mandates of the court;
Receives and pays over fees and maintains appropriate records of the accounts;
Issues summonses and/or receives copies of summonses and complaints and proofs of services of issuances;
Receives "returns" of mandates and requisitions to seize chattels;
Endorses pleadings for plaintiffs and defendants;
Participates in the setting of trial dates;
Receives stipulations for adjournments of trials;
Receives demands for jury trials, subsequent motions and fees;
Impanels jurors and accounts for their fees and mileage;
Processes Confessions of Judgments and Executions;
Processes Notices of Conciliations and Appeals;
Advises and instructs plaintiffs in procedures for initiating civil claims.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the terminology and procedures of the Justice Court Act and Rules as they pertain to Justice Court Clerks; 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 understand and carry out oral and written instructions.

MINIMUM QUALIFICATIONS: Qualifications are determined by the appointing authority.

R.C.D.P. (08.21.1985) 05.07.2015
Exempt