

ASSOCIATE VILLAGE JUSTICE

DISTINGUISHING FEATURES OF THE CLASS: This is a magistrate position having original jurisdiction, in the absence or inability of the Village Justice, to hear and try certain crimes and offenses within a village and to hear cases involving certain civil actions. The position may require attention and official action at any time of day or night. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and issues summonses and warrants of arrest;
Hears cases involving civil actions or special proceedings, without jury or with jury when requested;
Maintains a docket of civil actions and proceedings, criminal actions and traffic violations;
Hears, tries and determines charges of violations of village ordinances, offenses, traffic violations and criminal proceedings and conducts trial by jury when requested in certain cases as permitted by law;
Holds court of special sessions to hear, try and determine charges of misdemeanor, vagrancy, disorderly conduct and other offenses;
Acts as consulting magistrate in and, where required, conducts examinations of persons charged with felonies;
Maintains records of all actions and proceedings;
Maintains fiscal control of costs, fees, expenses, fines and penalties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of constitutional and municipal laws; thorough knowledge of legal terminology and court proceedings; good knowledge of the village charter and/or local laws of the village; ability to exercise independent judgment and initiative; ability to understand and interpret complex written material, especially as related to law; ability to deal effectively with people.

MINIMUM QUALIFICATIONS: To be determined by the appointing authority.

NOTE: As a Public Officer, one must be at least 18 years of age, a citizen of the United States, a resident of the village in which employed unless the Board of Trustees provides for residency within the county, and must not have been convicted of a violation of selective training and service acts of the United States.

SPECIAL REQUIREMENT: It shall be the responsibility of the appointing authority to ensure that both the position and the incumbent's qualifications are in compliance with all requirements of the Uniform Justice Court Act, Village Law and any other applicable laws of the state of New York.

*This is a retitling of Acting Village Justice.

R.C.D.P. (04.13.2015) 08.19.2016
Exempt