

## **JUSTICE COURT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is clerical and/or ministerial work of a Town or Village Justice Court performed under direction of the Justice or Justices and in accordance with the Uniform Justice Court Act and Rules. In addition to courtroom and office activities concerned with the processing of cases before the court, the work may also involve basic municipal office routines of purchasing, time-keeping, payroll, expense vouchers, etc. This position is considered to be the primary clerical and/or ministerial position of a Justice Court and is distinguished from subordinate processing positions by the overall assignment of responsibilities, particularly as specified in the Justice Court Act and Rules. Positions from court to court may vary widely in complexity and level of difficulty due to the variety and number of cases, the delegation of responsibilities, the number of Justices and the number of subordinate personnel. The position may also involve work procedure development, assignment of duties, training, and supervision of subordinates in those courts needing clerical assistance. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

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

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

Administer oaths, takes acknowledgements and signs processes or mandates of the court;  
Taxes services, receives 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;  
Indorses pleadings for plaintiffs and defendants;  
Participates in the setting of trial dates;  
Receives stipulations for adjournment 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; ability to plan and supervise the work of others.

**MINIMUM QUALIFICATIONS:** Qualifications are determined by the appointing authority.

R.C.D.P. (12.01.1981) 05.07.2015  
Exempt