

# Court Clerk Tompkins County

**Department:** Exempt in all Towns, and the villages of Cayuga Heights, Dryden and Trumansburg. Check Rules for number authorized. Competitive PJC elsewhere.  
**Classification:** Exempt but PJC in agencies not specified.  
**Approved:** 3/79  
**Revised:** 4/88; 05/88; 09/93; 10/06; 09/11; 10/12; 6/15  
**By:** HH Commissioner of Personnel  
**BBP Risk Factor:** N/A

## **SUGGESTED MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in paralegal studies, secretarial science, business administration, political studies, criminal justice or a closely related field **AND** a minimum of 6 months of full-time paid (or the equivalent part-time and/or volunteer) clerical experience; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience which included maintaining financial accounts and records; **OR**
- (c) Any combination of training and experience equal to or greater than those defined in (a) and (b) above.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

## **DISTINGUISHING FEATURES OF THE CLASS:**

A Court Clerk performs clerical and administrative work in maintaining court records and assisting the judge in trial proceedings. The work involves responsibility for the preparation of a number of legal papers and the accounts payable and receivable for the court. The work is performed under the general supervision of the judge of the court. Work is performed under the regular exercise of independent judgment within accepted practices, and leeway for moderate decision making on the day to day duties, however, extraordinary issues are referred to the Judge. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES: (including but not limited to)**

- Maintains the official court records including dockets, cash books, bail and restitution records, and disposition certificates;
- Organizes court appearances including pretrial conferences, adjournments, and special court appearances;
- Independently composes letters and reports regarding court procedures and related problems;
- Keeps records and prepares reports regarding fines and fees collected;
- Sets up and prepares the court room for court and prepares documents necessary for court proceedings;
- Maintains financial matters including required reporting for the judge;
- Acts as bailiff and takes notes for the judge during trial procedures;
- Prepares and issues legal documents and forms;
- Completes summonses for small claims court;
- Performs a variety of related legal clerical duties.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of court procedures and of legal documents;
- Working knowledge of office terminology, procedures, and equipment;
- Working knowledge of business arithmetic and English;
- Ability to follow oral and written directions and to prepare correspondence and reports;
- Ability to get along well with others;
- Ability to work independently;
- Good judgment; initiative; integrity.
- The employee's physical condition shall be commensurate with the duties of the position.

