

Senior Court Clerk Tompkins County

Department: Town of Lansing, and Town of Dryden
Classification: Exempt Town of Lansing, PJC elsewhere.
Approved: 9/20/11, Exempt per NYS CSC, Town of Lansing 1/15/13
Revised: 02/13; 6/15; 7/15; 1/18
By: AF, Commissioner of Personnel

SUGGESTED MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college with an Associates degree in Paralegal Studies, Criminal Justice or a closely related field **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) legal clerical experience; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) legal clerical experience; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) general office clerical experience; **OR**
- (d) Any combination of training and experience equal to or greater than that defined in (a), (b) or (c) above.

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

DISTINGUISHING FEATURES OF THE CLASS:

A Senior Court Clerk will serve as the chief court clerk of the Court as well as to assist a Town Justice or Justices in the operations management of the Justice Court in accordance with the requirements mandated by the Unified Court System, the Uniform Justice Court Act, and the Court Administration System of New York State. An employee in this class serves as the clerk of the court as well as performing a variety of clerical and administrative duties involved in supporting a Justice of the Court. The incumbent will work under the general direction of a Town Justice and will supervise the work of a Court Clerk. He or she will provide detailed training, give experienced direction and maintain an overview of the records administered by the Court Clerk. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Manages the court clerk office operations;
- With the assistance of and after taking direction from the part-time Justices, provides general supervisory direction to the Court Clerk and the day to day office operations.
- In conjunction with the Justices, responsibilities include planning, scheduling and assigning work; instructing and training staff in proper work methods; and checking and approving work.
- Provides detailed training and give experienced direction on proper procedures, case file documentation, problems and updates regarding laws and procedures to individuals in the Court Clerk position.
- Develops a training program that will provide the new Court Clerk with the required knowledge and skills to maintain records, understand legal procedures and submit accurate reports as required.
- Maintain a high level of experience with the court computer software program and train the new clerk on this unique and complex program.
- Acts as the primary contact on difficult inquiries from attorneys, judges, the public, and court personnel regarding court procedures and the filing of court documents.
- Keeps abreast of new laws and legislation, which may include attending training sessions, performing research, and reading publications.
- Provides general assistance as appropriate to all parties involved in court proceedings.
- Assists the judge by keeping him or her apprised of changes to the law.
- Creates case files for all incoming cases, including criminal, vehicle and traffic, parking, dog, civil, small claims, DEC, landlord/tenant, and other matters (utilizing both a custom computer database and a hardcopy system).
- Responds to inquiries at the clerk's window; answers incoming telephone calls and assists the public by providing procedural information.

- Compiles and maintains documentation related to court proceedings; pulls files; records adjournments; prepares sentencing documents; accepts documents, judgments, petitions, motions and affidavits for various files and checks them for accuracy and completeness;
- maintains dockets and other records of criminal, civil and violation proceedings; establishes and maintains files for criminal matters, obtains fingerprint cards, and prepares docket sheets.
- Prepares and maintains the court calendar, participates in the setting of trial dates, schedules adjournments.
- Ensures that all affected parties are properly notified.
- provides support and assistance during court proceedings and jury trials as clerk of the court.
- Performs a variety of clerical and administrative duties such as typing from copy, rough notes, etc.; transcribing and filing; preparing orders, arrest/bench warrants, summonses, and other court forms; typing and distributing decisions for the justices; and filing correspondence, arrests, summonses, memoranda, reports and other documents for court proceedings.
- Collects money and prepares receipts for various fees, fines and bail money.
- Writes a variety of checks including restitution and bail returns.
- Reconciles cash receipts and checkbook and financial records for the court.
- Totals daily receipts and prepares bank deposits.
- Prepares and transmits monthly Audit and Control Report for the New York State Comptroller.
- Submits report of disposition of traffic tickets to TSLED in Albany. Submit report on disposition of criminal cases to DCJS and seal orders to the proper agency. Complete disposition sheets for other agencies such as police departments, probation, and any other agency involved with the case.

SUPERVISORY RESPONSIBILITIES:

- The Senior Court Clerk assists the Town Justices by serving as the chief clerk of the Court and by providing direct supervision to the Court Clerk. In conjunction with the Justices responsibilities include planning, scheduling and assigning work; instructing and training staff in proper work methods; and checking and approving work.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of court procedures and of legal documents;
- Good knowledge of office terminology, procedures, and equipment;
- Good 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;
- Good judgment;
- Initiative;
- Integrity;
- The employee's physical condition shall be commensurate with the duties of the position. The ability to crouch, sit, use fingers, talk, hear, perform repetitive motions,
- exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly, to lift, carry, push, pull or otherwise move objects are all required physical attributes.

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