

CLERK TO THE COURT

DISTINGUISHING FEATURES OF THE CLASS: Incumbent serves as the main clerical support to an elected judicial official or to the court. Incumbent utilizes independent judgment in performing clerical functions for the elected judicial official or the court. Incumbent processes a high volume of documents resulting from the issuance of citations relating to the enforcement of Vehicle and Traffic Law, Criminal Procedure Law, Mental Health Law, and all other laws of New York State and of the jurisdiction where the incumbent is employed. Work is performed under the general supervision of the elected judicial official. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares documents and warrants resulting from information provided by law enforcement personnel;
- Gathers confidential information regarding the registration of vehicles and the licensing of vehicle operators from the Department of Motor Vehicles for the purposes of the court;
- Collects fees and issues receipts;
- Maintains financial records of court collections and payments received from arranged payments schedules and traffic violations;
- Performs clerical functions as required to fulfill the duties of the position;
- Supervises other clerical staff as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern office methods and procedures;
- Working knowledge of the procedures of the court system;
- Working knowledge of the rules and regulations governing the jurisdiction of the court system;
- Ability to work in courtroom environment;
- Ability to maintain, organize and prepare records and reports, including payment collection, for the court system;
- Ability to meet deadlines;
- Ability to type;
- Ability to understand written and verbal instructions;
- Good judgment;
- Honesty;
- Integrity;
- Tact.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED and three (3) years of clerical and/or secretarial work in a legal, public safety, or governmental setting.

Juris. Class: Competitive

ACCS Adopted: 4/98

Last Revised: 12/24

Experience will be rated as follows: 0 - 20 hours worked per week = ½ time; 21+ hours worked per week = full time.

For positions in Albany County Government a background check may be performed. This may include, but is not limited to, verifying past employment and/or education history, credit history review, driving abstract review and/or criminal background investigation.