

## CLERK TO JUSTICE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important clerical work involving responsibility for keeping records and recording all legal matters pertaining to the office of a town or village court. The work involves public contact with attorneys, the general public and the Office of the District Attorney in connection with court procedures. The work is performed under the general supervision of the Justices. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Enters and files all instruments in local criminal court;  
Keeps records of all convictions and issues reports to proper bureaus;  
Makes monthly reports of all criminal actions to the Office of Court Administration;  
Makes monthly reports to the New York State Department of Audit and Control;  
Answers communications and performs a variety of related legal clerical duties;  
May take minutes of hearings and the evidence at trials.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office terminology, procedures and equipment;  
Good knowledge of court procedures and of legal documents;  
Good knowledge of business arithmetic and English;  
Ability to follow complex oral and written directions;  
Ability to prepare correspondence and reports;  
Good address;  
Good judgment;  
Initiative;  
Integrity;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None

R712            6/8/04

Exempt