

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Court Clerk

TITLE #: 1195

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for participating in functions and activities relating to a court system where civil, criminal, and/or traffic cases are processed. Work is carried out in accordance with established procedures and involves the management of all court operations related to case processing. Work is performed under the general supervision of presiding judges with wide leeway permitted for the exercise of independent judgment in carrying out the details of the work. Direct supervision may be exercised over the work of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives and files summonses and traffic tickets in numerical or alphabetical order;

Types court calendar and records disposition of cases on court records;

Accepts fees, fines, and bail money in accordance with defined procedures and gives receipts;

Balances a cash drawer and records actions and daily totals in a ledger book;

Prepares deposit slips;

Prepares file folders, files court papers according to an established system, and retrieves papers from file;

Enters convictions on drivers' licenses and prepares reports to the Motor Vehicle Department and Department of Audit and Control;

Receives, date stamps, sorts and distributes incoming mail;

Responds to inquiries from other courts, government agencies and attorneys concerning court procedures;

Responds to oral and written inquiries from the public concerning scheduling or cases and court procedures and practices;

Performs a variety of miscellaneous clerical duties as required, such as typing, filing, and answering the telephone;

May assign work, schedule completion dates, train and supervise subordinate staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern office management practices, procedures, and equipment; good knowledge of business arithmetic and English; ability to readily acquire familiarity with the laws, rules, regulations, policies and practices of the court system; ability to read and interpret a variety of written and numeric material including court documents and correspondence; ability to understand and follow oral and written instructions; ability to train, supervise and coordinate the activities of a subordinate staff; ability to handle sensitive matters on a confidential basis; clerical aptitude; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; OR

(B) Graduation from high school or possession of a high school equivalency diploma and two years of office clerical experience.

NOTE: In accordance with Public Officers Law, if it is determined by the municipality that holders of this title are Public Officers, the holders must be residents of the municipality in which they serve.

NOTE: When assigned to the Village of Montgomery may also perform the duties of a Street Crossing Guard on a part time or limited basis.

JURISDICTIONAL CLASS: Competitive when full-time, Non-competitive when part-time