

## **CLERK TO TOWN JUSTICE**

**DISTINGUISHING FEATURES OF THE CLASS:** A Clerk to the Town Justice provides clerical and administrative support to an assigned Town Justice. Work is performed under the general direction of the Town Justice and Clerk of the Court. A Clerk to Town Justice sits with the judge when in session. An incumbent represents and/or explains the judge's procedures or practices when required. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

Attends court sessions with assigned Town Justice;  
Organizes Justice's files;  
Maintains financial records for bail or bonds associated with Town Justice and related reports;  
Receives calls for Justice and may act to adjust case schedule including adjournments;  
Prepares orders for signature;  
Contacts police, prosecutors, attorneys, probation department and correctional facilities when necessary;  
Performs review and corrections on the Department of Motor Vehicle reports;  
Enters updated files and dispositions into the Department of Criminal Justice Services and the Department of Motor Vehicles systems in compliance with their regulations;  
Processes routine correspondence for Town Justice;  
Types, files, and records various correspondence and records;  
Assists with general office work as needed with the collection of payments and dissemination of information to the public;  
Answers phone, responds to inquiries regarding assigned judge as well as general court matters.

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

Ability to understand practices and procedures of assigned Town Justice; ability to represent Town Justice within limits of assigned authority; ability to establish and maintain trusted confidential relationship with assigned Town Justice; good knowledge of office terminology, procedures and equipment; Good knowledge of computer programs and reports relevant to court proceedings, collections and record keeping; good knowledge of business arithmetic and English; ability to type accurately at a satisfactory rate of speed; ability to understand and carry out oral and written directions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; integrity; good judgment.

**MINIMUM QUALIFICATIONS:** This is an exempt class position, therefore none are required. For the purpose of pay grade the following are suggested: Graduation from high school and two (2) years of clerical experience which shall have involved typing; PLUS demonstrated typing/keyboarding skills at an acceptable level.

7/10/02  
Amended 5/3/18  
Town of Colonie  
Personnel Office