

PLEASE POST

JOB OPENING

TITLE: **COURT CLERK** (Competitive/Permanent)
DEPARTMENT: Justice Court
SALARY: Pursuant to the TCEA Bargaining Agreement
SHIFT: Monday through Friday, 8:30 am through 4:00 pm
DATE: February 4, 2019

DISTINGUISHING FEATURES OF THE CLASS

This work involves performing specialized clerical duties in a municipal court. The incumbent, under the supervision of a Municipal Justice of Clerk of the Justice Court performs clerical tasks, receives fines, assists citizens by answering questions, and assists Justices as needed. Does related work as required.

TYPICAL WORK ACTIVITIES

Responds to inquiries from other courts, agencies and attorneys concerning court procedures;
Schedules mail waiver non-jury trials;
Records receipt of fees, fines and bail money, enters same in computer, and deposits receipts;
Accepts court forms such as paring tickets, motor vehicle tickets, dog summons, delivered by mail or in person, reviews forms and instruments for accuracy and compliance with established procedures;
Assists judges in courtroom when needed on court days;
Maintains stock of office supplies and requisitions for same when needed;
Enters into computer all information relative to tickets issued by various police agencies, assigning docket numbers, filing of same into proper return date;
Prepares trial notices on not guilty pleas, scheduling of same;
Enrollment, preparation, and mailing of notices of school dates for violators assigned to traffic school by judges;
Receipt of completion slip from school, notation of same on docket and payment of fine;
Types records, envelopes and forms as required in the routine course of court business;
Assists citizens who wish to file small claims - Advise as to procedure, distribution of information packet, entry of same into computer, preparation of notice of claim and proper mailings of same;
Enters into computer of dockets for civil matters and receipt of moneys for filing fees for same;
Receives fines from defendants who appear in the court, both during the regularly scheduled court session and during cafeteria court, which is held daily.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type from clear copy or rough draft at a reasonable rate of speed; ability to deal effectively with the public; ability to understand and follow oral and written instructions; ability to write legibly; clerical aptitude; mental alertness; neatness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a course in typing and two (2) years of office clerical experience.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

THIS NOTICE IS POSTED IN COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF CHEEKTOWAGA AND THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION AND SHALL REMAIN POSTED FOR A PERIOD OF EIGHT (8) WORKING DAYS. PLEASE SUBMIT AN ORIGINAL BID APPLICATION ADDRESSED TO THE PERSONNEL DEPARTMENT, A COPY OF SAME TO THE PRESIDENT OF THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION (Dean Szymkowiak) AND TO THE TOWN JUSTICES (Paul Piotrowski and James Speyer).