

FULL-TIME COURT CLERK (COURT DEPARTMENT)

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work involving responsibility for handling various details of the office and court of a town or village. This position differs from Clerk to the Justice in that a Clerk to the Justice works for a specific elected Town or Village Justice, while a Court Clerk works for all Justices in a Town or Village Court. Responsibilities may range from routine typing and filing to more difficult office management and bookkeeping work. Employees in this class may be required to attend court sessions at various hours of the day and night.

TYPICAL WORK ACTIVITIES:

1. Maintains court calendar and notifies appropriate parties (i.e., jurors, court officers, private attorneys and defendants);
2. Opens and sorts mail, according to fines, tickets, parking notices, civil and criminal matters, for all Justices;
3. Completes forms, such as criminal summons and small-claim complaint forms, and submits to the proper authorities;
4. Receives and records fees and fines, keeps financial records, and issues receipts;
5. Enters all cases in the dockets (motor vehicle, civil, criminal);
6. Types letters and forms from clear copy, rough draft, or dictaphone;
7. May take and transcribe dictation of letters, memos and, if required, court proceedings;
8. Acts as receptionist and answers requests for routine information;
9. Files and maintains a variety of documents and court records;
10. Operates various office machines;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; working knowledge of legal terminology and procedures; ability to type and take dictation, if required, at an acceptable rate of speed; ability to understand and follow detailed oral and written instructions; ability to get along well with others; ability to write legibly; clerical and numerical aptitude; neatness of appearance; tact and courtesy; integrity; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: No minimum qualifications.

**Applications will be accepted through Friday, November 16, 2018. Both a Town of Poughkeepsie and a Dutchess County application must be received by the hiring agency. Applications may be obtained on the Town of Poughkeepsie website under the Human Resources page.

Town of Poughkeepsie
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