

# **Court Clerk to the Town Justice**

## **Full Time**

The typical work activities include but are not limited:

- Assigns work, schedules completion dates, trains and supervises subordinate staff
- Develops work standards and spot checks for compliance with instructions and procedures
- Prepares court calendar and schedules cases
- Annotates court calendars
- Prepares orders, forms and statistical reports
- Composes letter and responses to written inquires for signature of judge
- Records receipt of fees, fines, and bail money, checks figures, balances cash books, deposits receipts, maintains bank account, reconciles bank statement, and prepares accounting reports
- Accepts forms, such as Notes of Issue, Jury Demands, and Parking Tickets, delivered by mail or in person, reviews forms and instruments for accuracy and compliance with established procedures;
- Assists Justices in the preparation of budget and personnel transactions and purchasing
- Annotates docket or minutes books after court appearances

Please note, the above work activities are intended to describe the general nature and level of work being performed, they do not include all job duties.

### **Qualifications/Skills Required:**

- Knowledge of court procedures and practices and relevant statues, rules and regulations as prescribed the Uniform Justice Court Act
- Office of Court Administration or other regulatory agencies
- A high degree of familiarity with legal terminology, court procedures and practices
- High School Diploma supplemented by typing and 2 years experience in a business office or any equivalent combination of training and experience.
- Initiative and tact of a high degree in dealing with attorneys, law enforcement officers, public and private institutions and the general public
- Good knowledge of general office work, specifically record keeping and typing.

Please reply with cover letter and resume by email to [mholl@townofevans.org](mailto:mholl@townofevans.org) or by USPS mail to the Town of Evans, Supervisor's Office, 8787 Erie Road, Angola, NY 14006 by 12:00pm on Wednesday, August 11, 2021.

**Remote work allowed:** No

### **Pay and Benefits**

\$36,600.00 per year

Benefits: Dental insurance, Disability insurance, Flexible spending account, Health insurance, Life insurance, Paid time off, Retirement plan

Full-time. The Town of Evans Municipality seeks a full-time Court Clerk to the Town Justice.

Hours may vary: 8am-4pm or 9am-5pm as well as the availability to be present for evening court dates when scheduled. The work involves administering and coordinating the various non-judicial activities with the proceedings of the Town Justice Court. Court Clerks to the Justices are supervised by the judges who preside over said court, serving in a confidential capacity and are responsible for managing court operation where civil, criminal, and traffic cases are processed in a single court. This is a highly responsible position that requires the exercise of independent judgment in the application of prescribed procedures and handling administration of justice clerical tasks, and as supervisors of clerical offices and subordinate. Does related work as required.