

Fayette Court Clerk Job Description

Job Purpose:

- A court clerk supports the judge through their knowledge in legal clerical work, and their attention to detail. We are looking for candidates who are organized, have initiative, can function with great accuracy under pressure, and will be able to meet many deadlines consistently.

Duties:

- Maintain confidentiality of records and information when required to do so.
- Prepare court calendar
- Collect monies, reconcile daily receipts, deposit receipts, prepare reports for monthly disbursements, reconcile bank accounts, and prepare administrative reportst
- Enter convictions on drivers' licences and prepare conviction reports electronically transmitted to the Department of Motor Vehicles
- Enter criminal convictions on NCIC reports and electronically send same to Division of Criminal Justice Services
- Respond to inquiries-in person, by phone, by e-mail and by mail-and provide assistance to lawyers, litigants, media and members of the public
- Prepare monthly reports that are electronically sent to the Office of the State Comptroller
- Prepare orders, summonses, warrants and other court forms
- Communicate with outside agencies in order to coordinate the Court's activities and provide services to litigants. Such agencies include:
 - ❖ Law enforcement agencies, such as locals police departments, New York State Police, Sheriff office, FBI, and the Office of the District Attorney
 - ❖ Other courts, including superior courts and other local town and village courts
 - ❖ Miscellaneous county agencies, such as Community Service, Pre-Trial Release, Probation, and Victim Impact Panel
 - ❖ State agencies that require periodic reporting, including the New York State Unified Court System, the Department of Motor Vehicles, the Office of the State Comptroller, the Division of Criminal Justice Services, and the Office of Court Record Retention
- Examine court documents to ensure their accuracy and completeness
- Receive and file summonses, traffic tickets and other documents for court proceedings
- Assist the Justice at the bench during all Court proceedings

Knowledge, skills and abilities

- Knowledge of:
 - ❖ The function and organization of the Unified Court System
 - ❖ Basic legal terminology, codes and abbreviations
 - ❖ Court forms, practices and procedures, including those set forth in the Uniform Justice Court Act and the Civil Rules for the Justice Courts (22 NYCRR Part 214)
- Ability to:
 - ❖ Prepare judicial orders and decisions
 - ❖ Effectively communicate information orally and in writing
 - ❖ File and retrieve materials, extract data from various sources for entry onto court forms
 - ❖ Research and interpret laws outlined in court documents and litigants' motions and other papers
 - ❖ Perform mathematical tasks in order to compile court activity reports, total receipts, accept payments, and verify bills
 - ❖ Refer to appropriate documents, statutes, rules and regulations and apply them in specific contexts
 - ❖ Establish work priorities
 - ❖ **Constructively manage conflicts with court users**

Minimum Qualifications

- High school diploma or equivalent

- Specialized responsible experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology, software and equipment for word processing, data entry or report generation

Preferred Qualifications

- Bachelor's degree in a related discipline appropriate to the position
- Preference may be given to candidates who have courtroom experience

Special Requirements

- Candidates for employment will be required to be fingerprinted and pass a pre-employment background investigation
- Appointee for employment will be required to complete the "Supporting the Bench", 12 hour training provided by the Office of Justice Court Support within 1 year of being appointed to the position
- Failure to meet the standards may result in disqualification or termination