

PLEASE POST

#2024-12

JOB OPENING

TITLE: **SENIOR COURT CLERK** (Provisional/Permanent)

DEPARTMENT: Justice Court

SALARY: Pursuant to the TCEA Bargaining Agreement

SHIFT: Monday through Friday, 8:30 am through 4:00 pm

DATE: March 22, 2024

DISTINGUISHING FEATURES OF THE CLASS

This work involves performing specialized clerical duties of a moderately difficult nature in a municipal justice court. The incumbent, under the supervision of a Municipal Justice or Clerks of the Justice Court, performs a variety of clerical tasks, receives fines, assists citizens by answering questions, and assists Justices as needed. Supervision may be exercised over lower-level clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES

Enters cases in court docket;
Prepares and maintains court calendar;
Computes interest and costs;
Collects fines, issues receipts, maintains accounts of monies collected, deposits receipts;
Prepares and issues summonses;
Maintains office supply inventory and requisitions needed supplies;
Types court case notes and correspondence utilizing a typewriter or other automated equipment requiring the manipulation of a standard alpha numeric keyboard;
Composes letters, memoranda, and reports required in the routine course of court business;
Enters information into and maintains a court database;
Assists judges in a courtroom when needed;
Supervises the work of subordinate clerical staff;
Communicates in person, by telephone, or in writing with attorneys, various agencies, and the general public regarding court procedures;
May testify in court matters at hearing in other courts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of legal office terminology, procedures, and equipment; working knowledge of business arithmetic and business English; basic knowledge of criminal and civil law; ability to understand and follow complex oral and written directions; ability to manipulate a standard keyboard to type from clear copy or rough draft; ability to compose clearly and write legibly; ability to interact with others tactfully and effectively; clerical aptitude; good judgment; neatness; initiative; integrity; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS

- (A) Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a course in typing and three (3) years of office clerical experience, one (1) year of which was in a legal office, court or other position which requires routine processing of legal documents; OR
- (B) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's Degree in legal secretarial or closely related field and one (1) year of general clerical experience; OR
- (C) An equivalent combination training and experience as defined by the limits of (A) and (B).

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 (Gregory Magnuszewski) AND TO THE TOWN JUSTICES (David Stevens and John Wanat).