



3600 Lorraine Drive  
Walworth, New York 14568  
Phone: (315) 986-1400  
Fax: (315) 986-1440  
[www.townofwalworthny.gov](http://www.townofwalworthny.gov)

## **JOB DESCRIPTION – JUSTICE COURT CLERK**

### **Classification:**

Civil Service Exempt, full-time

### **Major Area of Responsibility:**

The Justice Court Clerk performs clerical and administrative duties for the two Town Justices.

### **Specific Areas of Responsibility:**

- Serves as Chief Clerk of the Court and manages the office.
- Maintains reports, court cases, records, and letters for the Town Justices.
- Sees that reports of court cases are properly distributed.
- Maintains a file of court cases.
- Sends license suspension notices to Department of Motor Vehicles for lack of Court appearance and payment of fines.
- Sends reinstatement notices to Department of Motor Vehicles to reactivate licenses when above reasons are satisfied.
- Supply defendant with paperwork when reinstating license.
- Collects and deposits all Justice Court monies, sends invoices and prepares receipts.
- Handles a variety of telephone calls.
- Serves as bookkeeper for all records for the justices.
- Attends court as required whether day or evening.

### **Minimum Qualifications:**

The Justice Court Clerk must:

- a) be bonded,
- b) be a high school graduate,
- c) be a skilled clerk and typist,
- d) be computer literate,
- e) have some experience in office work,
- f) understand legal terms and forms,
- g) be a Notary Public or obtain subsequent to employment,
- h) be able to deal with the public in a positive manner,
- i) have no criminal history

This is a progressively responsible full-time benefits-eligible position that requires a high level of dependability and ability to maintain confidentiality in dealing with sensitive matters. The normal work hours are Monday through Thursday (32-hour work week), with occasional evening court duties. Must be willing to attend 12 hours of annual training at Town expense and keep current of all regulations and procedures as required. Salary commensurate with experience.