

JOB DESCRIPTION – JUSTICE COURT CLERK (PT)

Classification:

Civil Service Exempt, part-time (up to 20 hours per week)

Major Area of Responsibility:

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

Specific Areas of Responsibility:

- 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 able to deal with the public in a positive manner,
- h) have no criminal history

This is a progressively responsible part-time 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 with occasional evening court duties.