



Jurisdiction Class: Exempt
Civil Division: Town
Adopted by YCCSC: 10/20/1997
Revised by PO: 8/18/2016
Revised by PO: 6/19/2021

CLERK TO TOWN JUSTICE

DISTINGUISHING FEATURES OF THE CLASS:

This is clerical work performed under the direction of a Town Justice. The class is responsible for conducting the day-to-day operations necessary for the operation of the Town Justice Court and involves attending court sessions. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares and arranges court calendars and notifies attorneys;
Schedules civil and criminal summons;
Issues warrants;
Notifies, contacts and selects potential Jurors;
Types pending decisions;
Records all decisions of the court in docket books concerning criminal, civil and motor vehicle matters;
Attends court sessions;
Completes disposition sheets for various law enforcement agencies;
Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

In accordance with the provisions of Section 41 (d) of the Civil Service Law, there are no minimum qualification requirements for Exempt Class positions.