

FULL TIME ASSISTANT COURT CLERK

35 hours per week, five days a week, generally 9am-4pm, in the Court Clerk's office. Wednesdays start at 8 and end at 3 and Thursdays begin at 9 and end at 8. Starting annual salary of \$46,800 plus medical, pension and vacation.

Court Clerks receive training and perform detail oriented clerical work involving the preparation and maintenance of court records including legal documents, forms and reports. Work is in-person and involves contact with attorneys and the general public.

EXAMPLES OF WORK: (Illustrative Only)

Handles court mail and correspondence; Enters information from traffic tickets into dockets; manually and/or using automated office equipment; forwards dispositions to Motor Vehicle Bureau in Albany, State Police, Westchester County Department of Public Safety, and local police; Prepares and issues summonses and warrants; Collects fines, issues receipts, and maintains records of amounts collected; Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and Court software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Working knowledge of business arithmetic and business English; attention to detail; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to understand and follow oral and written instructions; ability to prepare reports and to handle correspondence; patience to deal with others tactfully and effectively; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; reliability, good judgment; initiative; integrity; courtesy; accuracy; dependability; physical condition commensurate with the duties of the position.

Must be extremely detail-oriented; There are many aspects of this job that require precision and accuracy (such as reporting case dispositions and entering payments)

Keep accurate records of money taken and be able to participate in the reconciliation of the accounts at the end of the month.

Must be a problem-solver and able to "think on your feet" to figure out solutions to issues that may arise.

Must be able to learn the court room software in a timely and efficient manner; The bulk of your work will be utilizing this program.

Please be technologically savvy – you must be familiar with using Microsoft applications as well as basic computer knowledge

Clerical and/or word processing experience in an attorney's office, court, or other exposure to civil law, court procedures and legal documents is a plus. Please send resumes to Ddepierro@nycourts.gov.