

DEPARTMENT:  
CLASSIFICATION:  
APPROVED:

**MUNICIPALITIES**  
**COMPETITIVE**  
**MARCH 10, 2025**

**COURT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent serves in a confidential capacity for the Town/Village Justice and is responsible for managing court operations related to case processing and for receiving, accounting, and disbursing of fines, fees, bail and other public or custodial funds. Works under the direct supervision of the judge who assigns and directs work, reviews performance and is available for guidance. The incumbent exercises independent judgment and is permitted wide latitude in planning, coordinating and scheduling court activities. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Oversees the collection, accounting, and disbursement of court fees, fines, and bail bonds;
2. Performs monthly audits and balancing of fine and bail accounts;
3. Interacts with attorneys, litigants, and the public to answer questions and provide information regarding court procedures;
4. Monitors the progress of cases through the court system, ensuring proper documentation and adherence to deadlines;
5. Maintains accurate and organized court records in physical and electronic formats;
6. Assists judges in managing the court's budget, including allocating funds for operational needs;
7. Ensures compliance with court rules, policies, and legal procedures;
8. Compiles data and prepares statistical reports on court activity and caseloads;
9. Manages and assigns work to clerks and scheduling;
10. Performs routine clerical tasks such as data entry, filing, answering phones, opening mail, and responding to correspondence;
11. Utilizes a personal computer to input court related data, type correspondence, and maintain computerized records;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Working knowledge of basic legal terminology, codes and abbreviations; working knowledge of court forms, practices and procedures; working knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic and account keeping; good clerical computer skills; good customer service skills; ability to use modern computer software programs including word processing, spreadsheets, and databases at an acceptable rate of speed and accuracy; ability to understand and follow verbal and written directions; ability to maintain accurate records and prepare reports; ability to write legibly; ability to get along well with others and interact effectively with the public and legal professionals; ability to maintain confidentiality; clerical aptitude; mental alertness; neatness of appearance; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **and** one (1) year of clerical experience.