

SENIOR DEPUTY COURT CLERK

POSITION SUMMARY: The Senior Deputy Court Clerk position is responsible for and performs a variety of clerical, technical and professional legal work and support functions related to the day-to-day operation of the Court, including such areas as scheduling, dispositions, managing the docket, cash receipts and reporting. This position works independently and as a team and performs basic and specialized court related work that includes making routine and non-routine decisions within established precedent and with limited supervision. Work involves the application of accepted legal processes and practices and applies knowledge to analyze and respond to general and complex matters within established limits. May serve as a lead person or trainer.

SUPERVISION RECEIVED: Work is performed under the direct supervision of the District Court Judges, Court Administrator or designee.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Provide customer service and receive and address routine and non-routine inquiries and complaints made by visitors, citizens, businesses, attorneys, staff and others. Follow up within scope of authority and advise and/or refer to an Administrative employee if outside scope of authority.
2. Complete general and complex office support specific to the department, as well as general duties such as processing mail, scheduling, recordkeeping, coordinating meetings, ordering and maintaining supplies and receiving and recording cash payments.
3. Complete general and complex court related duties in areas of civil and criminal court processes.
4. Type and complete various court correspondence as directed. Responsible for accuracy and clarity of final copy.
5. Establish and develop electronic and manual files and filing systems. File and maintain such systems.
6. Enter and compile data, prepare and maintain reports and complete special projects as directed.
7. Review data and reports to identify errors and make or recommend corrections depending on nature of corrections and scope of authority.
8. Maintain confidential records and process and transmit information that requires a high degree of discretion.
9. Maintain a neat, safe and professional work place.
10. May serve as an expert in a particular area such as civil or criminal matters. May be responsible for acting as a lead person and trainer in the department.

11. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A high school degree and a minimum of five years responsible work experience in a court setting. An associate's degree is preferred.
- B. Must possess and maintain Law Enforcement Information Network (LEIN) Certification.
- C. Must possess and maintain Certified Electronic Operators (CEO) Certification as issued by the appropriate governmental agency.
- D. Ability to obtain certifications such as Notary Public.
- E. Written and verbal fluency in both English and Spanish or other non-English languages is preferred.
- F. Demonstrates proficiency in all aspects of the Deputy Court Clerk position.
- G. Demonstrates knowledge of department functions, including areas such as civil, criminal and probation, as well as functions of other departments and the City as a whole.
- H. Demonstrates knowledge and ability to understand legal statues and rules that are stated in the Criminal Procedure Law, Civil Practice Law and Rules, Penal Law and Family Court.
- I. Ability to follow established procedures and carry out complex instructions.
- J. Demonstrates ability to work as a team and with minimum supervision. Possess self-supervising attributes and a positive, congenial attitude.
- K. Demonstrates positive interaction with a diverse group of people, departments and other agencies and demonstrates initiative, resourcefulness and success when working with others and solving problems.
- L. Demonstrates skill in the use of office equipment and technology including computers and software programs and case management systems such as Microsoft Office and LEIN. Ability to learn other programs as related to areas of responsibility and required.
- M. Demonstrates ability to communicate effectively, prepare detailed and accurate reports and to understand and follow instructions. Demonstrates ability to present ideas orally and in writing for varied audiences.
- N. Demonstrates ability to maintain a comprehensive record keeping system, compile data, and to assemble and present accurate reports and records.
- O. Demonstrates ability to organize schedules and coordinate associated resources.
- P. Demonstrates good powers of observation.

- Q. Demonstrates ability to work effectively within deadlines, under stress, and changing work priorities.
- R. Demonstrates ability to set priorities and accomplish duties.
- S. Ability to travel to various locations both in and out of state to receive additional training as deemed necessary.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment varies from quiet to noisy with frequent interruptions.

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