



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Court Clerk**
Jurisdictional Class: Exempt
Civil Division: Specific Towns *(as indicated in footnote)*
Village of Weedsport (Pending Classification)
Adoption: CSM 6/19/02
Revised: CSM 4/11/07

DISTINGUISHING FEATURES OF THE CLASS:

This is a position involving the performance of a variety of systemized clerical tasks for the Town Court. Incumbent performs routine clerical work and or assists in performing more difficult and responsible clerical work. Although detailed instructions are given for new or difficult assignments and procedures are rather definitely fixed, employees must exercise independent judgment in applying them to specific cases. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross checking, or by another step in the clerical process. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Sorts, indexes, and files mail, bills, requisitions, ledger cards, and other material;
Pulls material from files, makes simple file searches, and maintains charge-out records;
Issues and records receipts for bails and fines;
Collects fines, fees and accounts for monies received;
Checks reports and records for clerical accuracy, completeness, and proper extension;
Maintains time records and payroll data;
Operates copier, simple computing, and other office machines;
Makes entries on control cards; or in ledger from original sources;
Keys forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, reports, and other court related materials;
May transcribe from a dictaphone machine or longhand copy;
Makes arithmetical computations and compiles simple statistical reports;
Uses a data-entry terminal keyboard or microcomputer to enter and retrieve data from computer files;
Codes various transactions for computer input from source documents per established coding system;
Compares computer printouts with other records for discrepancies and consults with supervisor to resolve problems;
Checks source documents to identify cause of error and notes appropriate corrective action for supervisor;
Files correspondence, memoranda, reports, and other materials for the courts;
Answers questions from the public while performing work at a counter or information station.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures, and equipment;
Working knowledge of business arithmetic and English;
Ability to understand and follow oral and written instructions;
Ability to get along well with others;
Ability to use an alpha-numeric keyboard and computer to enter and retrieve data;
Ability to write legibly;
Clerical aptitude;
Neatness;
Accuracy;
Tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school (or higher level) or possession of a high school equivalency diploma.

Footnote:

Approved as Exempt in the following Towns:

- Brutus (NYSCSC 9/21/11)
- Fleming (NYSCSC 12/11/06)
- Genoa (NYSCSC 12/11/06)
- Montezuma (NYSCSC 10/21/09)
- Owasco (NYSCSC 2/9/04)
- Scipio (NYSCSC 10/21/09)
- Sennett (NYSCSC 2/12/03)
- Victory (NYSCSC 4/17/12)