

COURT CLERK

GENERAL STATEMENT OF DUTIES: Advises attorneys and the general public on court procedures; performs clerical work of a specialized nature in maintaining a variety of court records; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is difficult clerical work involving responsibility for the preparation of a variety of legal papers and involving responsibility for the smooth flow of the business of the court. The work is performed under the general supervision of the County Clerk with leeway permitted for the exercise of independent judgement.

EXAMPLES OF WORK: (Illustrative only)

- Empanels and swears all grand and trial juries of supreme and county courts;
- Attends all naturalization proceedings and swears witnesses;
- Prepares and has court calendar printed;
- Prepares commitments to state institutions;
- Takes statement from convicted defendants for transmission to sheriff;
- Reviews legal pleadings for errors and omissions prior to presentation to the court for signature;
- Prepares monthly court reports to the judicial conference of the state;
- Makes criminal reports to the Department of Correction;
- Collects court fines for transmission to the County Treasurer;
- Collects trial fees for the County Clerk;
- Prepares certified copies of clerk's minutes when requested by counsel for purposes of appeal;
- Prepares jury and witness fee payrolls and transmits them to the county auditor for payment.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Working knowledge of criminal and civil law, court procedures, and of legal documents; thorough knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to follow complex oral and written directions and to prepare correspondence and reports; ability to secure the cooperation of others; good address; good judgement; initiative; integrity; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Five years of clerical experience, preferably in a law office or in an office dealing with legal affairs, and graduation from a standard high school; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION