

The Town of Windsor is accepting applications for the Clerk to the Justice, 24 hours/week, Monday, Tuesday and Wednesday for \$17.50/hr. Applicants must have a high school diploma and background in office work. To apply, submit a Letter of Interest accompanied by a Broome County Government Employees Application for Employment. Applications and a description of the job can be found on our website at www.windsorny.org or the office of the Town Clerk. Mail or Drop off Applications to:

Windsor Town Clerk

124 Main Street

Windsor, NY 13865

Attn: Clerk to Justice

Print: 7/19 & 7/26

CLERK TO JUSTICE

DISTINGUISHING FEATURES OF THE CLASS: This is an important clerical work involving responsibility for keeping records and recording all legal matters pertaining to the office of a town or village court. The work involves public contact with attorneys, the general public and the Office of the District Attorney in connection with court procedures. The work is performed under the general supervision of the Justices. Does related work as required.

TYPICAL WORK ACTIVITIES:

Enters and files all instruments in local criminal court;
Keeps records of all convictions and issues reports to proper
bureaus;

Makes monthly reports of all criminal actions to the Office of
Court Administration;

Makes monthly reports to the New York State Department of Audit
and Control;

Answers communications and performs a variety of **related** legal
clerical duties;

May take minutes of hearings and the evidence at trials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and
equipment;

Good knowledge of court procedures and of legal documents;

Good knowledge of business arithmetic and English;

Ability to follow complex oral and written directions;

Ability to prepare correspondence and reports;

Good address;

Good judgment;

Initiative;

Integrity;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

R712 6/8/04

Exempt