

COURT CLERK/ STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of a variety of clerical tasks in the Office of a Town Justice or a Village Police Justice. A significant portion of the work involves typing and the incumbent may be required to take and transcribe dictation. The work is carried out in accordance with established procedures and involves performing standardized court procedures and related general clerical duties. The class differs from that of Court Clerk Typist in that Court Clerk Typist does not perform significant stenographic duties. The work is performed under the direct supervision of a higher level employee. New or difficult assignments are explained in detail and reviewed upon completion. Supervision of others is not normally a responsibility of the class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Types warrants, summonses, certificates of convictions, veneers, commitment and protection orders, petitions and similar materials;

Transcribes in longhand information from forms or other sources to docket books;

Attends court sessions, records dispositions, collects fines and issues receipts;

Maintains account clerical records, issues checks, monies and receipts;

Acts as receptionist, taking messages, directing callers to the proper person or agency and giving out routine information to the public;

Types correspondence, reports, decisions and similar materials from clear copy and rough draft;

Drafts and types routine correspondence;

May take and transcribe a variety of dictation;

May use electronic data processing equipment in the course of performing various duties;

Assists the public by explaining proper court procedures, necessary forms, instruments, etc.;

Maintains a variety of court records and files;

Indexes material.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office procedures, terminology and equipment; working knowledge of business arithmetic and English; working knowledge of civil and criminal court procedures, forms, instruments and legal terminology; working knowledge of modern

Court Clerk/ Stenographer

methods used in maintaining financial accounts and records; ability to type at an acceptable rate of speed; ability to take and transcribe dictation at an acceptable rate of speed;

ability to follow and carry out oral and written directions; ability to maintain a high degree of accuracy; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience involving public contact; **OR**
- B. Two (2) years of clerical experience involving public contact; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

Note: College level study may be substituted for the above required experience on a year-for-year basis wherein thirty (30) credit hours equals one year of experience.

ULSTER COUNTY
1970 CRT CLK/S
Classification: Competitive
OA

Adopted: July 17, 1990
Revised: August 15, 1994