

Title: DEPUTY COURT CLERK
Department: Brighton Town Court
Full Time: 35 hours per week
Application deadline: August 12, 2022
Expected start date: August 29, 2022
Salary range: \$41,787.20 - \$46,173.40

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible position in Town government involving assisting a Chief Court Clerk in the operations of the Town Justice Court. Employees of this class work directly with the Town Justice while court is in session. Direct supervision is received from a Chief Court Clerk. Supervision is not a responsibility of this class. Does related work as required.

Must be able to prioritize workload and multi-task efficiently.

The successful candidate will ideally have prior experience in working in a court, law or legal environment.

The position utilizes daily the following computer programs: Courtroom Program, DMV, EJustice, and Web-DVS.

The position may require some early evening commitments.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

- Prepares and processes traffic, civil and criminal court dockets;
- Responsible for court paperwork prior to and during court. Processes Orders of Protection, Pre-Sentence Investigations, Probation Orders and Conditions, Community Service, DWI/IID Paperwork, Violations of Probation, Civil Judgments, etc.;
- Assigns and schedules court cases to Town Justice;
- Prepares reports to the Department of Audit and Control;
- Records and balances fines, penalties and bail forfeitures collected by the court;
- Does daily balancing of accounts and weekly deposits;
- Completes local court criminal disposition report forms;
- Enters and updates court case information on a computer terminal;
- Obtains and gives out information by telephone and in person;
- Maintains filing system for the court;
- Assists in training new personnel;
- Interacts with various law enforcement, local and state agencies, lawyers, defendants, and more.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office, clerical and courtroom practices and procedures; good knowledge of the functions and organization of the Unified Court System; working knowledge of basic accounting and bookkeeping; working knowledge of record keeping procedures; good understanding of basic legal terminology; ability to organize material and prepare financial reports; ability to collect fines and

maintain related records; ability to operate a computer for data entry, retrieval and word processing purposes; ability to prepare legal documents, certifications and authorizations; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective relationships with others; ability to deal effectively with the public; ability to evaluate work priorities; ability to handle sensitive matters on a confidential basis; honesty; accuracy; integrity; initiative; tact; good judgment; patience; physical condition commensurate with the demands of the position.

HOW TO APPLY:

1. Please send a resume and cover letter with references to:

Town of Brighton

Attn: Justice Court.

2300 Elmwood Avenue

Rochester, NY 14618

or by email to lisa.pavlovych@townofbrighton.org

2. Applications will be accepted until **August 12, 2022**
3. The Town will contact perspective applicants to schedule interviews; please do not call the offices directly.
4. *The Town of Brighton is an Affirmative Action/Equal Opportunity Employer. We welcome job applications from qualified individuals without regard to age, race, religion, color, citizenship, national origin, sex, sexual orientation, marital status, ancestry, family care status, pregnancy, military status, veteran status, disability, prior criminal offense, domestic violence victim status, gender identity, gender expression, genetic status, limited English proficiency or any other lawfully protected status.*