

**STATE OF NEW YORK
UNIFIED COURT SYSTEM**

TITLE STANDARD:	COURT CLERK
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Effective Date: 01/06/1986
Title Code Number: 9441102
Salary Grade: 18
Jurisdictional Classification: C

DISTINGUISHING FEATURES OF WORK:

Court Clerks work in the Court of Claims; Supreme and County Courts in counties with two or more full-time County Court Judges or one full-time County Court Judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650; Family Courts with two or more full-time Judges; and city and district level courts with six or more full-time Judges. Court Clerks serve as part clerks swearing witnesses, polling jurors, maintaining custody of exhibits and keeping court minutes in individual assignments system and other parts. Court Clerks also work in court offices where they supervise Court Assistants and other court personnel engaged in processing prisoner correspondence, reviewing calendaring decisions, motions for sufficiency and preference, and orders for conformance with decisions. Court Clerks may also supervise a full-time branch office of a court staffed by Court Assistants, be designated to act in the absence of the Chief Clerk or Commissioner of Jurors and perform other related duties.

TYPICAL DUTIES:

Prepares, calls and annotates the court calendar.

Maintains impanelling records; takes juror attendance; polls jurors;

swears in jurors; administers oaths to witnesses; and maintains custody of exhibits.

* Records and maintains records of court proceedings.

Examines courts documents to ensure their accuracy, completeness and legal sufficiency.


Contacts attorneys or parties to the case by note, telephone, or letter

if submitted documents and forms do not comply with statutes or procedures.

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Prepares orders, warrants, decrees, summonses, conditional discharges, violations of probation and other court forms to be submitted to the Judge for signature.

Communicates with outside agencies such as the police, probation, defense attorneys and mental health clinics in order to coordinate the court's activities with said agencies.

 Answers telephone and over-the-counter inquiries from attorneys, judges, parties to the case, the public and court personnel regarding court procedures and the filing of court documents.

Discusses daily court activities (scheduling of cases, calling of calendar, etc.) with the Judge.

Assists attorneys and parties to the case in moving cases on the calendar by accepting affidavits, notices of appearance, written consents of guilty pleas, motion papers or other court documents, or otherwise by having all parties ready for the trial or conference.

Informs the attorneys and parties to case of the action taken on an order through the use of the post cards, the telephone, or by preparing a statement for the Law Journal.

Interprets orders, decisions, judgments, pleadings and motions to determine the directives of judges and the reliefs sought by attorneys and parties to the case.

Assigns work responsibilities to court personnel and monitors performance.

Makes use of various types of electronic data, word processing, and information processing equipment to obtain, originate, verify or modify information in areas such as case management, document review, or maintenance

of court or administrative records.

* Gathers the documents pertaining to a case and places these in a file in order to create and maintain an accurate and permanent record of each case.

Compiles statistical information such as the number of cases pending, the number of cases handled by a particular court part or trial term, calendar entries, fines paid, etc., by entering the information on the appropriate statistical tally sheets.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of court forms, documents, procedures and policies in the court of assignment.

Knowledge of legal terminology, statutes, and rules as set forth in the Civil Practice Law and Rules (CPLR), Criminal Procedure Law (CPL), Penal Law (PL), and Family Court Act (FCA).

Knowledge of court procedures such as jurisdiction, venue, service of papers, motions, subpoenas, affirmations, calendar practice, trial procedures, handling evidence, judgments, warrants, indictments, and pleas.

Ability to understand and interpret written material such as laws, rules, regulations, and apply this material in the review of court forms and documents.

Ability to coordinate and monitor work assignments of subordinate personnel.

Ability to communicate directions and information to staff, attorneys and the public either in person or over the phone.

Ability to perform mathematical calculations using addition, subtraction, multiplication and division.

Ability to determine appropriate courses of action in handling problems or situations and facilitate their resolution.

QUALIFICATIONS:

Two (2) years of permanent service in any competitive title in the Unified Court System;

or

A Bachelor`s degree from an accredited college or university;

or

An equivalent combination of education and experience.