

Title: DEPUTY COURT ADMINISTRATOR

Department: Court

Full Time: 35 hours per week

Application deadline: September 13, 2019

Expected start date: September 30, 2019

Salary range: \$39,384.80 - \$41,386.80

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible position in Town government involving assisting a Clerk to Town Justice 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 Clerk to Town Justice. 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 positions utilizes daily the following computer programs: Courtroom Program, DMV, EJustice, and Web-DVS.

The position requires 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;
- Prepares checks for Judge's signature;
- 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 courtroom practices and procedures; working knowledge of accounting and bookkeeping; working knowledge of record keeping procedures; ability to organize material and prepare narrative and financial reports; 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; honesty; accuracy; integrity; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Four (4) years of progressively responsible paid full-time or its part-time equivalent clerical experience which has included accounting, bookkeeping, or financial record keeping; OR,
- (B) Graduation from a regionally accredited or New York state registered two (2) year college or university with an Associate's degree plus two (2) years of experience as described in (A); OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note: Experience as a court clerk and as a manager are highly preferred.

This will be a Monroe County Civil Service provisional appointment. To be appointed permanently the candidate will need to be found reachable on a Civil Service list established as a result of an exam.

HOW TO APPLY:

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

Town of Brighton

Attn: Court Dept.

2300 Elmwood Avenue

Rochester, NY 14618

2. Applications will be accepted until **September 13, 2019**
3. The Town will contact perspective applicants to schedule interviews; please do not call the offices directly.

The Town of Brighton is an Affirmative Action/Equal Opportunity Employer. We welcome job applications from qualified individuals without regard to race, color, religion, sex, national origin, age, disability, ancestry, family care status, veteran status, marital status, sexual orientation or any other lawfully protected status.