

Title: Deputy Court Administrator
Department: Court
1 - Full Time: 35 hours per week
Application deadline: January 29, 2021
Salary: \$40,167.40 - \$42,205.80

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position in Town Government involving working in a judicial office setting and assisting the Town Justice in Court Operations. Employees of this class work directly with the Town Justice while court is in session. The work involves responsibility for the independent performance of difficult and complex clerical tasks, requiring a high degree of independent judgment and for decision making holding a high consequence of error. The work is performed in accordance with general instructions regarding objectives, policies and procedures. The work is usually submitted in its final form and is not subject to detailed or immediate review. Direct supervision is received from a Court Administrator.

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

Prepares and processes traffic, civil and criminal court dockets.
Enters and updates court case information in courtroom program.
Obtains and gives out information by telephone and in person.
Responsible for prepping, organizing and filling out court paperwork prior to, during and after court including but not limited to the processing of Orders of Protection, Pre-Sentence Investigations, Probation Orders and Conditions, Community Service, DWI/IID paperwork, Violations of Probation, Civil Judgments.
Assigns and schedules court cases to Town Justice.
Analyzes and checks for completeness and accuracy in court documents and transmissions.
Interacts with various law enforcement, local and state agencies, lawyers and defendants in the courtroom and office.
Records fines and surcharges collected by court.
Prepares and maintains alphabetical, numerical and/or personal filing system for the court.
Completes local court criminal disposition forms.
Performs complex electronic searches for information related to court documents, records and files.
Assists in training new personnel in the performance of their duties and procedures of the office.

SPECIAL REQUIREMENTS:

Good knowledge of courtroom and office terminology, practices, procedures, routines and equipment; ability to organize material, establish and maintain a filing system; ability to communicate effectively, both orally and in writing; ability to use a personal computer for word processing and database entry; ability to conduct searches for information from various sources; ability to work with forms; ability to operate a variety of office machines; ability to understand and carry out complex oral and written instructions; ability to express oneself clearly; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; ability to deal with the public; good judgment in solving relatively complex clerical problems. This position may require a background check, fingerprinting and successful pass of a pre-employment drug test.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school 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) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

How To Apply

1. Please send an application (and resume') to:

Attention: Lisa Pavlovych
Brighton Town Court
2300 Elmwood Avenue
Rochester, New York, 14620
or by email to: Lisa.Pavlovych@townofbrighton.org

2. Applications can be found on the Town's website at www.townofbrighton.org. See "Resources", "Job Opportunities".

3. Applications will be accepted until 3:00 PM on **January 29, 2021**

4. The Town will contact perspective applicants to schedule interviews; please do not call the Court directly.

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.