

ASSISTANT COURT CLERK  
(PART-TIME)

Under supervision of the Court Clerk, an incumbent of this class performs clerical work of a specialized nature involving responsibility for the preparation and maintenance of court, records including legal documents, forms and reports. Work involves contact with attorneys and the general public for whom the local court procedures are explained and interpreted. Work is performed manually and through the use of automated office equipment. Should have experience working during criminal and traffic court sessions. Must know how to use the various State websites (WebDVS, OCA website, Ejustice Portal).

**EXAMPLES OF WORK:** Prepares court dockets and entries into SEI. Assist Court Clerk during court sessions. Do the daily deposit on alternating days. Handles court mail and correspondence; enters information from complaints into the dockets (Motor Vehicle, Civil, Criminal) using automated office equipment; completes certificates of disposition as well as conviction, forwards dispositions to DMV, State Police and local police; prepares summonses and warrants, collects fines, issues receipts, and maintains accounts of amounts collected; responds to inquiries from the public (by mail, phone, email, or in person) as well as legal and law enforcement agencies. Assists in the preparation of the monthly financial report and submission of same.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Good knowledge of the principles and practices of office management; good knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and business English; familiarity with criminal and civil law, court procedures and legal documents;; ability to effectively use computer; ability to understand and follow oral and written instructions; ability to prepare reports and to handle correspondence; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; good judgment; initiative; integrity; courtesy; accuracy; dependability; physical condition commensurate with the duties of the position.

Employment Application can be found [HERE](#).

Send applications can be emailed to: [aslade@ardsleyvillage.com](mailto:aslade@ardsleyvillage.com) or mailed to:

Village of Ardsley

507 Ashford Avenue

Ardsley, NY 10502

Attn: Court-A. Slade

Application Deadline: April 25, 2022