

Temporary Court Assistant

The Queensbury Town Court is currently seeking staff coverage due to a staff member's leave of absence. This opportunity is for a Court Assistant and consists of a three-month assignment, requiring 40 hours per week. There is also the possibility for the assignment to be extended for an additional three months.

Temporary Court Assistant

The Court Assistant performs a variety of clerical and administrative support in processing and coordinating cases for the Queensbury Town Court- a high case volume court. The work is technical paraprofessional work of a moderately complex nature involving the day-to-day clerical functions of a Town Justice Court. The Court Assistant coordinates with the Town Justices with traffic, criminal, and civil cases, and interacts daily with prosecutors, defense attorneys, law enforcement and members of the general public.

Responsibilities include but are not limited to: preparation and maintenance of court records including legal documents, forms and reports; public contact with attorneys and the general public for whom the local court procedures are explained; preparation of the court calendar for criminal and traffic matters; coordination of the court calendar with District Attorney's office and other law enforcement agencies as appropriate; adjournment or postponement of appearances/hearings scheduled on the court calendar; preparation of orders, summonses, warrants and other court forms; dispositional case reporting (State mandated data tracking); reporting and reconciliation of financial transactions related to traffic matters (collecting fines, issues receipts, and maintain accounts of amounts collected); TSLED reporting (Reporting System for Vehicle and Traffic cases to DMV); operating the eJusticeNY Integrated Justice Portal (registration and clearance is required for access); and all related activities as required.

The ideal candidate should have knowledge of personal computer equipment and software; good knowledge of business office equipment; good knowledge of office terminology and procedures; good knowledge of business arithmetic and English; working knowledge of the principles and practices of law, particularly as it relates to a town court; ability to plan and supervise the work of others; ability to communicate effectively both verbally and in writing; ability to establish and maintain effective working relationships; ability to maintain calm in stressful situations; integrity; tact and courtesy.

Minimum Acceptable Training And Experience: Graduation from high school or possession of a high school equivalency diploma and two (2) years of general clerical experience in an attorney's office, court, or other location (law enforcement) requiring regular exposure to criminal law, some civil law, court procedures and legal documents.

Reports To: Town Clerk

Hourly Rate: \$25.00

Residency: Applicants are required to reside in the Town of Queensbury.

Hours: 40 per week, including Monday evenings. Duration: 3 months with possible renewal

Interested Applicants: Download and complete TOQ application located on website www.queensbury.net
Send application, cover letter and resume by April 9th to: **Kerri Lewis at kewis2@nycourts.gov**