

Town of Brunswick

Title: Court Clerk

Full time position

Salary:

Send resume to Janice @ jcellucci@nycourts.gov

Essential Duties and Responsibilities:

Minimum Qualifications:

- *Prepare and monitor court calendar
- *Schedule hearings and conferences between attorneys, litigants and others requested by the Judge.
- *Collect money - Receive fines from defendants who appear in the court both during the regularly scheduled court sessions, in person during regular office hours and by mail. Record receipt of fees, fines and bail money. Enter same in the computer and generate receipts.
- *Verify bank account balances and prepare reports for monthly disbursements
- *Prepare monthly reports that are electronically sent to the Office of the State Comptroller and file the same.
- *Record and maintain records of all court proceedings.
- *Enter into computer all information relative to tickets issued by various police agencies, assigning docket numbers, filing of same into proper return date; prepares trial notices or meeting with the Town Prosecutor on not guilty pleas, scheduling same
- *Report dispositions of all cases to appropriate state agencies including the Unified Court System, DMV, Office of the State Comptroller, Division of Criminal Justice Services and Office of Court Records Retention
- *Enter convictions on driver's licenses and prepare conviction reports electronically transmitted to the Department of Motor Vehicles. Review Driver's Abstract as necessary.
- *Perform specialized clerical duties in addition to tasks such as typing, filing, copying documents and docketing
- *Accept and process court forms such as parking tickets, DEC violations and dog summons, delivered by mail or in person, review forms and instruments for accuracy and compliance with established procedures
- *Assist citizens who wish to file small claims-advise as to procedure, distribute information packet, enter case into computer, prepare notice of claim and arrange for service of same.
- *Assist Judges at bench and in courtroom on court days and at all proceedings - discuss daily court activities with the Judges
- *Answer telephone, letter and in person inquiries from attorneys, judges, parties to the case, the public and court personnel regarding court procedures and the filing of court documents.
- *Communicate orally with the public, attorneys and Judges concerning filing of court documents and other court practices and procedures.
- *Assist 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.
- *Make 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.
- *Determine court documents to be used during a court proceeding and present them to the judge prior to the proceeding.
- *Ability to exercise tact and patience when speaking with upset and/or angry individuals while demonstrating appropriate decorum for the court.
- *Ability to identify and establish work priority while handling sensitive materials on a confidential basis.
- *Additional duties to be discussed at the time of the interview