

## COURT CLERK POSITION

The Brunswick Town Court has a full time court clerk position available. The hours are Monday, Tuesday, Thursday and Friday from 8:00 am to 4:00 p.m. Wednesday is 9:00 am to 5:00 pm with court beginning every Wednesday at 5:00 p.m. Base salary is \$37,500.00 with a \$75.00 stipend each court night.

### Brunswick Town Court Job Description:

1. Process daily revenue – Intake of monies for fines, surcharges and various fees through the postal service, emails and in person payments. Enter same into the computer and generate a receipt.
2. Verify bank account balances and prepare reports for monthly disbursements. Prepare and submit the monthly revenue for each Judge to the NYS Comptrollers Justice Court Fund.
3. Record and maintain records of all court proceedings. Prepare calendar for Court. Gather the documents pertaining to a case and place these in a file in order to create and maintain an accurate and permanent record of each case. Enter into computer all information relative to tickets issued by various police agencies, assigning docket numbers, filing of same into proper return date; prepare trial notices or meetings with Town Prosecutor on not guilty pleas, schedule same.
4. Report dispositions of all cases to appropriate state agencies including the Unified Court System, DMV, ENCON, Office of the State Comptroller, DCJS and Office of Court Records Retention. Enter convictions on driver's licenses and prepare conviction reports electronically transmitted to DMV. Review Driver's abstracts as necessary. Enter criminal convictions on NCIC reports and electronically send same to the Division of Criminal Justice Services. Review RAP sheet when necessary.
5. 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. Accept filings for civil matters, issue receipt for filing fees and prepare docket. Accept court documents such as petitions, judgements, motions and affidavits for filing.

6. Contact attorneys or parties to the case by note, telephone, or letter after Judge reviews documents and forms submitted and determines they do not comply with statutes or procedures. Prepare orders, warrants, decrees, summonses, conditional discharges, violations of probation, commitments to jail, commitments for psychiatric exams and other court forms. Extract pertinent information from court records in order to prepare such documents to be submitted to the Judge for signature.
7. Assist Judges at bench and in courtroom on court days and at all proceedings, discuss daily court activities with the Judges
8. Communicate with outside agencies such as the NYSP, Rensselaer County Sheriff's Department, multiple county's probation departments, District Attorney, other courts, defense attorneys and mental health/drug and alcohol treatment clinics in order to coordinate the court's activities with said agencies – determine the defendants, attorneys, police officers and other relevant parties who should attend court proceedings and notify them of the court schedule. 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.

Anyone with interest please forward a cover letter, resume and any questions to:

[jcellucci@nycourts.gov](mailto:jcellucci@nycourts.gov)