

## COURT CLERK

### Primary Responsibilities:

- a. Maintain confidentiality of records and court information as this is a sensitive position within the NYS Judiciary.
- b. Prepare court calendars for two Town Justices.
- c. Create new case files, maintain case records, retrieve files, copy records, and provide other administrative assistance to the Town Justices.
- d. Collect money, reconcile daily receipts, deposit receipts, prepare reports for monthly disbursements, reconcile bank accounts, and prepare administrative monthly reports for the Office of the New York State Comptroller through Justice Court Fund.
- d. Prepare criminal and civil orders, warrants, and other miscellaneous forms. Enter vehicle and traffic convictions for drivers' licenses and electronically transmit them to the Department of Motor Vehicles.
- e. Enter criminal convictions on NCIC reports and electronically transmit them to Division of Criminal Justice Services.
- f. Provide assistance and respond to inquiries of the general public, legal counsel, defendants who may have a case in front of the Court, law enforcement, or media either in person, by phone, by email, and by mail.
- g. Organize and retain court records according to retention schedules as set forth by the Division of Court Operations, Office of Records Management.
- h. Perform other administrative duties as assigned.

### Qualifications:

- a. The preferred candidate would have at least two years of general experience that includes progressively responsible clerical, office, or other work that indicates the possession of information and skills needed to perform the duties of the position;
- b. The Court is seeking an applicant with a strong work ethic, initiative, dependability, and a friendly customer focused attitude.
- c. The candidate must possess experience in managing multiple complex tasks with competing deadlines;
- d. An understanding of professional office procedures and the ability to work both independently and in a team environment is essential;

- e. Excellent interpersonal, written and verbal communication skills are required, as well as the demonstrated ability to exercise mature judgment;
- f. Experience working in state, town, or federal court is encouraged, but not necessary;
- g. Proficiency and experience in the use of computer systems, including, but not limited to Microsoft Office applications, such as Word, Excel, and Outlook in necessary to perform the duties of the position.

Information for Applicants:

Position available: March 8, 2021

Application Deadline: February 26, 2021

Applicant must submit a detailed resume and cover letter to:

Macedon Town Clerk  
32 Main Street  
Macedon, New York 14502