

CLAVERACK TOWN COURT

836 ROUTE 217

P.O. Box 823

Hon. Michael H. Brandon
Town Justice

Philmont, New York 12565
Phone: [518] 672-4468
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Hon. Michael A. Cozzolino
Town Justice

Part Time Court Clerk Position:

The Town of Claverack Court is seeking a well-organized, detail oriented person to work 15 to 20 hours per week under the senior clerk to help maintain the accuracy and confidentiality of court records. Person must have good office skills including data entry, dealing with the public and collection of monies. The 15 to 20 hours per week includes set daytime office hours and Tuesday evenings for court. We must stress that confidentiality and professionalism is a must for this position.

Court Clerk Responsibilities:

- Maintain confidentiality of records and information when required to do so
- Prepare court calendar
- Collect monies, reconcile daily receipts, deposit receipts, prepare reports for monthly disbursements and prepare administrative reports
- Enter convictions on drivers' licenses and prepare conviction reports electronically transmitted to the Department of Motor Vehicles
- Enter criminal conviction on NCIC reports and electronically send same to Division of Criminal Justice Services
- Respond to inquiries in person, by phone and by mail and provide assistance to lawyers, litigants, media and members of the public
- Prepare orders, summonses, warrants and other court forms
- Communicate with outside agencies in order to coordinate the Court's activities and provide services to litigants. Such agencies include:
 - Law enforcement agencies, such as the Columbia County Sheriff's Office, New York State Police, FBI and CIA, US Armed Forces
 - Columbia County District Attorney's Office
 - Columbia County Public Defender's Office
 - Other courts including superior court and other local town and village courts
 - Miscellaneous county agencies such as Community Service, Community Dispute Resolution Center, Pre-trial Release, Probation, Stop DWI program, Victim Impact Panel
 - State agencies that require periodic reporting including the New York State Unified Court System, the Department of Motor Vehicles, the Office of the State Comptroller, the Division of Criminal Justice Services and the Office of Court Records Retention.
- Examine court documents to ensure their accuracy and completeness
 - Assist the Town Justice at the bench during all court proceedings