

TOWN OF CHESTER

HELP WANTED

The Town of Chester is interviewing candidates for the temporary, full-time position of Clerk to the Court Justice. Starting salary of \$25.28 p/hr based on 35-hour week.

Job Description:

Handle all small claims, civil, vehicle and traffic, and criminal cases and understand any relevant state and local laws.

Must learn the court activities, computer responsibilities and bookkeeping.

Review, prepare and meet with Judges regarding court's annual budget.

Manage all court proceedings for Judges, including maintaining calendars and correspondence and attending Court weekly or as scheduled.

Manage and prepare for any Jury/Bench Trials.

Accept fees, fines and bail money in accordance with defined procedures.

Manage and correct TSLED error reports and CDR error reports.

Accept and apply all payments, issue receipts and maintain all financial records, including justice and bail accounts, and maintain an accurate written financial ledger.

Make bank deposits and prepare monthly and annual reports and audits.

Prepare file folders, file court papers according to an established system, and retrieve papers from file.

Enter convictions on driver's licenses and prepare reports to the Motor Vehicle Department and department of Audit and control.

Court Clerks are required to use specialized court software (Courtroom Program, DMV, CDR, WEBDVS, AND TSLED.

Receive, date stamp, sort and distribute incoming mail, emails and sort in person mail.

Update cases with notes and outcomes and enter any Orders of Protection as necessary within mandatory time limits.

Maintain communication with the public, attorneys, law enforcement, Probation, District Attorney, Legal Aid and other relevant agencies.

Respond to oral and written inquiries from the public concerning scheduling or cases and court procedures and practices.

Assist with courtroom operations, including notices, warrants, and compliance reports, as well as maintaining confidential records.

Perform a variety of miscellaneous clerical duties as required, such as typing, filing and answering the telephone.

Process all license suspension and suspension lifts.

Schedule all court calendars and distribute them to the appropriate parties.

Organize court records for archiving and storage.

Prepare any documents for Judge's approval and/or signature.

Maintain knowledge of current laws and any current law changes.

Must be able to handle sensitive matters on a confidential basis, have good clerical aptitude, good judgment, tact, courtesy; physical condition commensurate with the demands of the position.

Successful candidate may be required to work outside scheduled hours to assist Judge as necessary.

All interested Chester residents should send a resume to:

Town Justice Court

1786 Kings Hwy

Chester, NY 10918