

CLERK TO TOWN JUSTICE
TOWN OF MANCHESTER

Not to exceed 16 hours per week

Salary range: \$17.00-\$22.00/hr.

SUBJECT: JOB DESCRIPTION

QUALIFICATIONS:

Must possess basic computer skills, good telephone communications, polite and courteous, appropriate dress apparel, able to work flexible hours.

DUTIES:

1. Act as an agent between the general public and the Court.
2. Answer by phone and in person questions regarding standard operating procedures for processing traffic tickets, small claims, evictions and other court proceedings.
3. Work with attorneys and District Attorney's Office in regards to scheduling or rescheduling Court appearances.
4. Send out appropriate notices to defendants to sign tickets, contact DA's office, criminal summons, and return personal checks or checks for wrong amounts.
5. Process paperwork from arresting agencies for Court appearances.
6. Enter all tickets and penal cases into computer and record history after each court appearance.
7. Request paperwork (supporting depositions, long form information's, etc.) for Court to proceed with not guilty pleas or for warrants for non-appearance.
8. Process tickets by entering plea and give to Judge to either set fines or trial/hearing dates. Send out fine notices to defendants or their attorneys.
9. Send out trial notices to DA, arresting officers and defendants.
10. Order reports from Probation Department.
11. Issue order of protection and distribute to all parties involved and get through the criminal justice registry.
12. Go through all pending cases after no response in 60 days and advise DMV to suspend individuals' driver's license. Process paperwork to clear licenses when the case is closed.
13. Complete forms and advise both parties of Small Claim hearings by proper required time limitations. Type Small Claims decisions, judgments and transcripts of judgments.
14. Provide Certificates of Dispositions to individuals, attorneys and DA's offices upon request.
15. Collect eviction, small claim, restitutions, fines and bail monies and give to the Judge for final processing to state report. The Judge issues receipts and enters bail into computer and makes bank deposits.
16. Appear for court night to write receipts for collected fines and surcharges and give to Judge for final disposition and processing.
17. All paperwork is returned to the court clerk and entered into the computer.
18. Send all processed tickets to Albany, criminal case reports are sent to DCJS for their records, seal order letters sent to arresting agencies when required
19. Send reports to Stop program and Victim Impact for all DWI cases.
20. Send notices to victims or businesses to collect restitution. Advise holders of bail procedures for return from the Judge.
21. Order supplies and forms.
22. If time permits you are to help the other court clerk when needed.