Job Posting for Clerk to the Court, Bristol, NY

POSITION AVAILABLE TOWN COURT CLERK:

This is a part-time appointed administrative and bookkeeping position serving the Bristol Town Court. Court hours of operation are each Wednesday from 9:00 am until 4:00 pm, except one (1) court night per month from 11:00 am until 7:00 pm. Hourly rate is $30/hour. The employee works under the general supervision from and reports directly to the Town Justice.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain confidentiality of records, communications and information; Prepare court calendar; Collect monies, reconcile daily receipts, deposit receipts, prepare reports for monthly disbursements, reconcile bank accounts, and prepare administrative reports; Prepare monthly reports that are electronically sent to the Office of the State Comptroller; Enter convictions on drivers' licenses and prepare conviction reports electronically transmitted to the Department of Motor Vehicles; Enter criminal convictions on NCIC reports and electronically send same to Division of Criminal Justice Services; Respond to inquiries in person, by phone, by e-mail, and by mail and provide appropriate assistance to lawyers, court users, media, and the public; Prepare orders, summonses, warrants, and other court form; Communicate with outside agencies in order to coordinate the Court's activities and provide services to court users. Such agencies include:

- Law enforcement such as local police departments, New York State Police, Sheriff's Departments, and the FBI;
- Other courts, including superior courts and other local town and village courts
- Other County agencies such as: Probation and Pre-trial Services
- State agencies which 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 Records Retention;

Assist the Justices at the bench during all Court proceedings.

QUALIFICATIONS:

High School degree (or equivalent), computer literacy, court experience preferred. The candidate need not be residents of the Town of Bristol but shall be required to maintain a primary residence within the County of Ontario, or the adjoining counties of Monroe, Wayne, Livingston, Genesee, and Orleans within the state of New York. Ontario County Civil Service

residency requirements overrule the Town of Bristol residency for provisional and competitive positions.

Background checks are required for employment in the Town Court. All offers will be subject to successful completion of an acceptable background check.

All resumes can be sent via email to the Town Justice at fberetta@nycourts.gov.