

**TOWN OF SENNETT
JUSTICE COURT**

County of Cayuga • State of New York
6931 Cherry Street Road
Auburn, NY 13021
315-253-3712 ext. 4

CLERK TO THE TOWN JUSTICES
Department: Sennett Town Court
Full Time: 35 hours per week

JOB DESCRIPTION: This position is appointed by the Sennett Town Court Justices and also responsible to the Chief Administrative Court Clerk. The Justice Clerk works closely with the Justice on matters before the court assigned to the Justice. Sennett Town Court is one of the busiest courts in Cayuga County and hears criminal, civil, evictions, and small claims matters, as well as traffic cases. The Justice Clerk must be highly responsible, be able to work closely with the Justice, work independently, and work as a team member with other Sennett Court Justice Clerks, Deputy Court Clerks, assistant clerks, bailiffs, cashiers, court security and other Sennett Town Court Justices. The Justice Clerk assists the Justice while in court and must be available Wednesday evenings.

DUTIES:

- Work in an office environment and in court weekly on Wednesdays.
- Prioritize workload to effectively work in an extremely busy environment with deadlines.
- Communicate effectively both orally and in writing as well as understand, follow, and interpret oral and written instructions.
- Assist the Justice on the Bench during Court proceedings.
- Prepare court calendars and dockets.
- Prepare Court files including entering new cases and updating all cases in the DAT (Desk Appearance Ticket) and Courtroom program.
- Organize all office and court documents and files.
- Examine documents for accuracy and completeness.
- Prepare orders, warrants, and other forms.
- Maintain confidentiality of records.
- Collect funds, reconcile receipts, prepare deposits, reconcile bank accounts, and prepare administrative reports.
- Enter and report convictions for criminal and traffic matters.
- Enter and report results for small claims matters and evictions.
- Respond to inquiries from the public, lawyers, media, and litigants.
- Arrange for foreign language and deaf interpreters for court proceedings.
- Prepare monthly reports electronically to the Office of the State Comptroller.
- Communicate and interact with outside agencies including but not limited to: law enforcement agencies, New York State Police, District Attorney's office, Public Defender's Office, Sheriff's office, US Armed Forces, other Courts (both local and Superior), Cayuga County Pre-trial Services, Probation Department, State Parole, Community Dispute Resolution, various jails and prisons including County and State, Division of Criminal Justice Services, Department of Motor Vehicles, and many others.
- Interact daily with law enforcement departments, lawyers, prosecutors, defendants, complainants, town personnel, government agencies, and more.
- The Justice Clerk utilizes daily the following computer programs: CRP, DMV, EJustice, and Web-DVS.

ADDITIONAL DUTIES:

- Downloading criminal history reports from E-Justice, (requires passing a class to be certified to receive such reports).
- Other duties, as may be assigned, to ensure an efficient and smooth functioning Court and office.

SKILLS:

- Willingness to learn and adapt to the current office procedures;
- Able to work well with others;
- Must be highly organized and demonstrate good judgment;
- Possess an ability to prioritize workload;
- Able to professionally and effectively interact with the public and/or people who may be upset or frustrated in a tactful, courteous manner;
- Trustworthy and ability to maintain confidentiality;
- Possess a working knowledge of courtroom procedures, practices, and techniques and understand court, criminal, and civil litigation terminology;
- Knowledge of legal terminology, codes, and abbreviations;
- Be highly organized;
- Understanding the Uniform Justice Court Act, the Penal Law, and the Criminal Procedure Law;
- Ability to multi-task yet remain accurate;
- Effectively communicate;
- Ability to extract data;
- Ability to interpret policies, statutes, rules, and regulations, and apply them to specific situations; and
- Establish priorities and effectively work with the other members of the Clerk's Office.

TYPICAL WORK ACTIVITIES:

- Prepares court calendar and case files for disposition calendar ensuring all paperwork is accurate and complete;
- Processes all day-after-court paperwork including warrants, orders of protection, DWI suspension/revocation orders, pre-sentence investigation requests, ignition interlock orders, probation orders, and notifications to the appropriate agency;
- Responsible for scheduling jury trials, traffic trials, and court calendars with justices, ADA, APD, attorneys and Commissioner of Jurors;
- Issues receipts, prepares deposits, keeps cash/credit card receipts ledger;
- Prepares notices for fines on pleas by mail, and also for trials and supporting deposition requests;
- Reviews monthly Comptroller's Report for accuracy and completeness; and
- Completes yearly New York Court training.

MINIMUM QUALIFICATIONS: Successful completion of high school or possession of an equivalency diploma; experience in an office environment, and experience interacting with the public is preferred but not necessary.

Please submit your inquiries, resumes, and qualifications to: townclerk@sennettny.org