

This is clerical work (29 hours per week) involving responsibility for handling various details of the office and court of an elected town justice. Work activities include, but are not limited to, the following:

- **Prepare and mail letters and legal notices**
- **Collect monies, reconcile daily receipts, prepare reports for monthly disbursement, reconcile bank statements, prepare administrative reports**
- **Prepare conviction reports and transmit the same to the Department of Motor Vehicles**
- **Enter criminal convictions on National Crime Information Center reports and transmit the same to the Division of Criminal Justice Services**
- **Respond to inquiries in person, phone, email and mail and provide assistance to attorneys, litigants and members of the public**
- **Prepare monthly reports and transmit the same to the Office of the State Comptroller**
- **Prepare orders, warrants and other court forms**
- **Contact outside agencies as directed by the town justice**
- **Examine court documents to ensure accuracy and completeness**
- **Receive and file traffic tickets and other documents for court proceedings**
- **Assist the justice at the bench during court proceedings**
- **Assist in the training of other Milan clerks to the justice when directed to do so by the Milan Town Board**
- **Carry out other duties as assigned by the justice or the town board that fall within the purview of the court**

REQUISITE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of office terminology, procedures, equipment, and computers; working knowledge of legal terminology and procedures; ability to understand and follow detailed oral and written instructions; ability to get along well with others; ability to write legibly; ability to report effectively information orally or in writing; ability to establish and carry out work priorities; neatness of

appearance; tact and courtesy; integrity; dependability; some legal experience preferred.

LEGAL REQUIREMENTS

A clerk to the justice must file an oath of office, be fingerprinted for a criminal check and is required to meet the local residency requirements by Public Officers Law §3. 1983 (Op Atty Gen (Inf) 1140 (No 83-63(1). See also UJCA S1PP11(b)-(c). Dated February 16, 2015.

Send Resume to:

**Town of Milan
Town Court
20 Wilcox Circle
Milan, NY 12571**