

**TOWN OF VIRGIL, NEW YORK**  
**QUALIFICATIONS AND REQUIRED DUTIES OF COURT CLERK**  
**EFFECTIVE: January 1, 2026**

Primary Responsibilities

- Maintain confidentiality of records and information when required
- Prepare court calendar
- Collect monies, reconcile daily receipts, deposit receipts, prepare reports for monthly disbursements, reconcile bank accounts, and prepare administrative reports
- Enter convictions on drivers' licenses and prepare conviction reports electronically transmitted to the Department of Motor Vehicles
- Enter criminal conviction 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 assistance to lawyers, litigants, media, and members of the public
- Prepare monthly reports that are electronically sent to the Office of the State Comptroller
- Prepare orders, summonses, warrants and other court forms
- Communicate with outside agencies in order to coordinate the Court's activities and provide services to litigants. Such agencies include:
  - i. Law enforcement agencies, such as local police departments, NYS Police, Sheriff's office, FBI and CIA, US Armed Forces, and the Office of the District Attorney;
  - ii. Other courts, including superior courts and other local town and village
  - iii. Miscellaneous county agencies, such as Community Dispute Resolution Center, Pre-trial Release, Probation
  - iv. State agencies that 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 Court Record Retention.
- Examine court documents to ensure their accuracy and completeness
- Receive and file summonses, traffic tickets and other documents for court proceedings
- Assist the Justice at the bench during all Court proceedings

Requisite knowledge, skills and abilities:

- Knowledge of:
  1. The functions and organization of the Unified Court System
  2. Basic legal terminology, codes and abbreviations
  3. Court forms, practices and procedures, including those set forth in the Uniform Justice Court Act and the Uniform Civil Rules for the Justice Courts (22 NYCRR Part 214)

- Ability to:
  1. Prepare judicial orders and decisions
  2. Effectively communicate information orally and in writing
  3. File and retrieve materials, extract data from various sources for entry onto court forms
  4. Research and interpret laws outlined in court documents and litigants' motions and other papers
  5. Perform mathematical tasks in order to compile court activity reports, total receipts, accept payments, and verify bills
  6. Refer to appropriate documents, statutes, citations or other sources in order to respond to specific questions from attorneys, litigants and members of the general public
  7. Interpret policies, statutes, rules and regulations and apply them in specific contexts
  8. Establish work priorities
  9. Constructively manage conflict with court users
  10. Successfully complete FBI background clearance and authorization from the NYS Unified Court System to be employed as a court clerk
  11. Annually complete the mandatory 6 hours of continuing education per NYS Unified Court System

Job Type: Part Time

- One day during the week day to staff in-person court office for a minimum of 4 hours, (four days a month -16 hours total)
- One evening on non-court session week to staff in-person court office for a minimum of 2 hours, (twice a month - 4 hours total)
- Two evenings a month to assist when court is in session (estimated 6 hours total)

Pay: \$20.00 - \$22.00 per hour

Experience:

- Court: 1 year (Required)
- Preference – knowledge of Microsoft Office (Word, Excel, Outlook), VPASS, WEB CDR, WEB DVS, EJUSTICE

Position classification:

- At-will