

**TOWN OF LUMBERLAND**  
**EMPLOYMENT OPPORTUNITY**

**THE TOWN OF LUMBERLAND IS SEEKING A COURT CLERK WITH  
MINIMUM QUALIFICATIONS OF A HIGH SCHOOL DIPLOMA, COMPUTER  
SKILLS AND AVAILABLE FOR FLEXIBLE HOURS.**

Court Clerk Responsibilities include, but are not limited to;

- a. Maintain confidentiality of records and information when required to do so
- b. Prepare court calendar
- c. Collect monies, reconcile daily receipts, deposit receipts, prepare reports for monthly disbursements, reconcile bank accounts, and prepare administrative reports.
- d. Enter convictions on drivers' licenses and prepare conviction reports electronically transmitted to the Department of Motor Vehicles
- e. Enter criminal convictions on NCIC reports and electronically send same to Division of Criminal Justice Services
- f. 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
- g. Prepare monthly reports that are electronically sent to the Office of the State Comptroller
- h. Prepare orders, summonses, warrants and other court forms
- i. 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 courts; and
  - iii.* Miscellaneous county agencies, such as Community Service, Community Dispute Resolution Center, Pre-trial Release, Probation Stop DWI Program, Victim Impact Panel, and Youth Court.
  - iv.* State agencies that require periodic reporting, including the NYS 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
- j. Examine court documents to ensure their accuracy and completeness
- k. Receive and file summonses, traffic tickets and other documents for court proceedings
- l. Assist the Justice at the bench during all Court proceedings

**THE DEADLINE FOR RESUMES  
AND LETTERS OF INTEREST MUST BE SUBMITTED TO THE  
TOWN CLERK'S OFFICE, 1054 PROCTOR ROAD,  
GLEN SPEY, N.Y. 12737 BY THE CLOSE OF BUSINESS  
ON APRIL 23, 2018  
By Order of the Town Board  
Town of Lumberland  
April 6, 2018**