

Subject: Court Clerk Duties

1. Notify, receive, record and process fines and bail.
2. Compile, complete, submit monthly reports to the New York State Comptroller (see attachment#1)
3. Process and submit Criminal Disposition Reports to the Department of Criminal Justice Services.
4. Prepare and distribute Trial Notices to defendants, police agencies, and the district attorney's office.
5. Retention and Destruction of Court Records following OCA Requirements
6. Correspond telephonically, personally, and by electronically to:
 - A. Law Enforcement Agencies
 - B. Defense Attorneys
 - C. Insurance Companies
 - D. Defendants
 - E. Other New York Courts
 - F. Office of Court Administration
 - G. Department of Motor Vehicles
 - H. Probation Departments
 - I. District Attorneys Offices
 - J. Department of Criminal Justice Services
 - K. State Comptroller of New York State
7. Transfer cases and bail moneys to Superior and Justice Courts
8. Small Claims and Civil Matters:
 - A. Schedule Hearings
 - B. Notify Defendants and Plaintiffs
 - C. Maintain Small Claims Docket
 - D. Complete and Submit Judgments
9. Research and Complete Monthly Scofflaw Report for TSLED
10. Complete and Submit Certificates of Conviction to Courts and Agencies
11. Order Pre Sentence Investigation Reports from the Probation Department
12. Order Supporting Deposition from Law Enforcement Agencies
13. Generate a Court calendar and Docket for the District Attorney's Office
14. Setup and Maintain Files for:
 - A. Vehicle and Traffic Violations
 - B. Criminal Information and Accusatory Instruments
 - C. Monthly Reports
 - D. Correspondence
 - E. Small Claims Cases
 - F. File Summary Proceedings
 - G. Department of Motor Vehicle
 - H. Bank Accounts
15. Answer Telephone Calls pertaining to Court Cases
16. Attend regular and alternative court sessions with our prospective Judges.

17. Each Court Clerk fills in for court sessions for the other Court Clerk that cannot attend due to vacations/illnesses, etc.
18. Dealing with public/customers that come to office during the day
19. Preparing for Jury Trials
20. Addressing the media/press releases due to high profile cases
21. Address issues of safety and security with regard to the office and courtroom