

We're Hiring

Court Clerk

Full-Time

Town of Dickinson

Monday – Friday 8:30 – 4:00

Salary range \$55-60,000 DOE

Competitive benefits

Job Description linked via website:

https://townofdickinsonnybc.gov/departments_justice_court.aspx

Deadline for resume submission 10/10/25 to
erandall@nycourts.gov

Town of Dickinson Court
531 Old Front Street
Binghamton, NY 13905
607-723-9403

JOB DESCRIPTION COURT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This confidential work involves responsibility for functions and activities relating to a municipal court system where civil, criminal and traffic cases are processed. Work is carried out in accordance with established procedures. This requires contact with attorneys and the public for whom local court procedures are explained and interpreted. Work is performed under the general supervision of presiding judges. Supervision may be exercised over the work of apprentices, but regular supervision is not a responsibility of this class.

TYPICAL WORK ACTIVITIES:

- Process court mail and correspondence including composition of letters, memoranda and reports regarding court procedures and issues
- Respond to inquiries from the public and other courts, government agencies and attorneys concerning court procedures in person and on the telephone
- Prepare and maintain court files in electronic and hard copy formats using all necessary programs and interfaces
- Complete all required training as prescribed by the court system
- Prepare court calendars and retrieve and review required files
- Act as bench clerk assisting judge with proceedings during court sessions to include arraignments, pre-trial conferences, civil/small claims and orders of protection
- Perform all necessary follow-up after conclusion of court sessions including report of dispositions to appropriate agencies
- Perform all aspects of traffic ticket processing from retrieval to suspensions, retrieval and review of driver abstracts, accepting fine payments and civil actions
- Prepare financial documents and assist auditors as required
- Review documents for accuracy and completeness according to procedures and problems
- Enter court case notes, correspondence, and complaints into appropriate electronic and hard copy files
- Compose letters, memoranda and reports regarding court procedures and issues
- Perform various clerical duties such as typing, filing and answering the telephone
- Collect money for fines, fees, and bail, enter to the computer and issue receipts; reconcile receipts and make bank deposits; prepare monthly reconciliation reports and reports for the State Comptroller
- Accept filing for civil matters, issue receipt for filing fees and prepare docket
- Other duties as needed

MINIMUM QUALIFICATIONS

- A) Graduation from a regionally accredited or New York State registered college or university with an associate degree in paralegal studies, criminal justice, or closely related fields and one year of related work experience; OR
- B) Graduation from high school or possession of an equivalency diploma and three years of related experience that requires exposure to civil law, court procedures and legal documents; OR
- C) An equivalent combination of training and experience as defined by the limits of A and B above.
- D) Internships through an accredited paralegal program, criminal justice program or a closely related field may be considered work experience.