

HELP WANTED  
CLERK TO THE VILLAGE JUSTICE COURT-TRAFFIC  
Village of Lynbrook

Full Time Mon- Fri 8:00 AM to 4:00 PM

Evening Court Sessions- Tuesdays and Wednesdays

Must have knowledge of SEI Program and Village Traffic Court Procedures

Responsibilities include preparing a variety of legal documents and papers requiring knowledge of statutes and laws governing the practices and procedures of Village Justice Courts, including the Court Calendar, summonses, warrants, subpoenas, transcripts of judgements and commitments. Coordinates and supervises Court Office staff of 5 for all record keeping activities, traffic and parking violations, collecting and recording \$2.4 Million in fines and fees annually, bank deposits. Prepares monthly reports for the NYS Dept of Audit & Control and the itemizing of each case and sentence imposed. Sends follow-up notices to persons failing to appear in court on scheduled dates, answers correspondence pertaining to the Court, and related work as required.

Min. 3 years' experience in Village Traffic Court and 3 years' experience in personnel management. Salary negotiable/commensurate with experience. Please respond to : [Jgiordano@Lynbrookvillage.com](mailto:Jgiordano@Lynbrookvillage.com) by July 31, 2022