



# TOWN OF WEST SENECA

**SHEILA M. MEEGAN**  
TOWN SUPERVISOR

**To: Fellow Town Board Members**

**From: Sheila M. Meegan, Town Supervisor**

**Date: April 25, 2012**

**Re: Creation of Court Clerk Position**

Kindly move to create the position of Court Clerk and further authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

MAY 07 2012

4.

Form PO-17  
Rev. 1/89

**NEW POSITION DUTIES STATEMENT**  
**COURT CLERK**

Date 4-18-2012  
From: \_\_\_\_\_  
County Dept. \_\_\_\_\_  
Town WEST SENECA  
Village \_\_\_\_\_  
School Dist. \_\_\_\_\_  
Special Dist. \_\_\_\_\_

To:  
PERSONNEL OFFICER County of Erie  
Edward A. Rath County Office Bldg.  
95 Franklin Street  
Buffalo, New York 14202

Pursuant to the provisions of Section 22, of the Civil Service Law, I am submitting statement of duties of proposed new position. (NOTE: Department head or other authority requesting the creation of a new position, shall prepare a description for each new position to be created except that one description may cover two or more identical positions in the same unit. Send three typed copies to the Personnel Officer.)

| PER CENT OF WORK TIME | 1. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.  |
|-----------------------|---|
| 100%                  | <p>Responds to inquiries from other courts, agencies and attorneys concerning court procedures;<br/>Schedules mail waiver non-jury trials;<br/>Records receipt of fees, fines and bail money, enters same in computer, deposits receipts;<br/>Accepts court forms such as parking tickets, motor vehicle tickets, dog summons, delivered by mail or in person, reviews forms and instruments for accuracy and compliance with established procedures;<br/>Assists judges in courtroom when needed on court days;<br/>Maintains stock of office supplies and requisitions for same when needed;<br/>Enters into computer all information relative to tickets issued by various police agencies, assigning docket numbers, filing of same into proper return date;<br/>Prepares trial notices on not guilty pleas, scheduling of same;<br/>Enrollment and preparation and mailing of notices of school dates for violators assigned to traffic school by judges; receipt of completion slip from school, notation of same on docket and payment of fine;<br/>Types records, envelopes and forms as required in the routine course of court business;<br/>Assists citizens who wish to file small claims - advise as to procedure, distribution of information packet, entry of same into computer, preparation of notice of claim and proper mailings of same;<br/>Enters into computer of dockets for civil matters and receipt of moneys for filing fees for same;<br/>Receives fines from defendants who appear in the court, both during the regularly scheduled court session and also during cafeteria court which is held daily.</p> <p>(Attach additional sheets if more space is needed)</p> |