

Help Wanted  
Inc. Village of Westbury  
Full Time Clerk to the Village Justice

The current Clerk to the Village Justice is retiring after 17 years of service. The ideal candidate will have knowledge of the Court System and Court Procedures. Currently the court schedule comprises two-day sessions and two-evening sessions per month.

Duties Include:

- Performs varied clerical work, in and out of court, requiring some knowledge of statutes and laws governing the practices and procedures of Village Justice Courts.
- Preparation and issuance of various legal papers and recording legal matters pertaining to the operation of the village court.
- Contact with attorneys and the public regarding court functions and procedures.
- Prepares a variety of legal documents and papers, including civil summonses, criminal warrants, subpoenas, transcripts of judgments and commitments.
- Collects and records fines and fees and properly prepares bank deposits.
- Prepares monthly report for New York State Department of Audit and Control, itemizing each case and fine or sentence imposed.
- Sends follow-up notices to persons failing to appear in court on scheduled dates.
- Answers correspondence pertaining to the Court.
- Maintains court files.
- Does related work as required.

Interested candidates should respond to Robert Juliano, Village Clerk, Village of Westbury. [RJuliano@VillageofWestbury.org](mailto:RJuliano@VillageofWestbury.org)