

INC. VILLAGE OF NORTHPORT
224 Main Street
Northport, NY 11768
Phone (631) 261-7502

FULL-TIME COURT CLERK POSITION

Northport Village Court seeks full-time Court Clerk
Provide administrative support to the Judge, Police Department, Attorneys
and District Attorney
Law office/Paralegal experience a must
Salary \$55,000.00 plus benefits

Knowledge of court proceedings with some knowledge of VTL, Criminal Procedure Law
and Penal Law statutes and laws governing the
practices and procedures of the court.

Knowledge of court computer applications, such as SEI Court Program, TSLED, DMV
and FBS parking program.

Duties include: Assisting in office management and administrative processes, upholding
all court records, filing legal documents, create and maintain court calendar,
arraignments, prepare and distribute court orders including probation orders, order of
protections, warrants, sentencing information and court summonses, collect court fines
and maintain records, ensure all legal documents submitted adhere to the law and court
procedures, processing parking & VTL tickets & payments, scheduling court hearings,
assisting in preparing the NYS reports.

Good communication skills, writing skills, and the ability to interact with the public is a
must.

Completed applications/resumes can be uploaded to the Village's website
(www.northportny.gov), emailed to: g.cavagnaro@northportny.gov, or dropped off at
Northport Village Hall, 224 Main Street, Northport, NY.

Inc. Village of Northport is an equal opportunity employer

Village of Northport
January 25, 2024

Georgina Cavagnaro
Village Clerk