

CRIMINAL DEPUTY CLERK

HANDLE ALL MISDEMEANOR CASES

LOAD ALL E-CITE TICKETS INTO SYSTEM

RECEIPT CUSTOMERS/DEFENDANTS

ANSWER PHONE (CRIMINAL QUESTIONS, CIVIL QUESTIONS, GIVE PRICE FOR CITATIONS)

FILE CRIMINAL CASES

HANDLE SOME CIVIL CASES, WHEN CIVIL CLERK IS UNAVAILABLE

GO INTO CRIMINAL COURT WITH JUDGES TO LOAD FINES AND GIVE/ PUT IN DISPOSITION

DATES OF CASES

CLOSE OUT DAILY

SIGN IN CRIMINAL AFFIDAVITS FOR GAME AND FISH OFFICERS, STATE TROOPERS, COUNTY DEPUTIES, INVESTIGATORS, ABC OFFICERS, MBI OFFICERS, BOTH COLLEGES-CO-LIN AND UTICA.

RECEIPTING ON-LINE PAYMENTS AND PUTTING INFORMATION IN SYSTEM

SETTING UP COURT FOR CONTESTED HEARING AND CALL DATE FOR BOTH JUSTICE COURT JUDGES.

ALWAYS FOLLOWING OFFICE PROCEDURES