

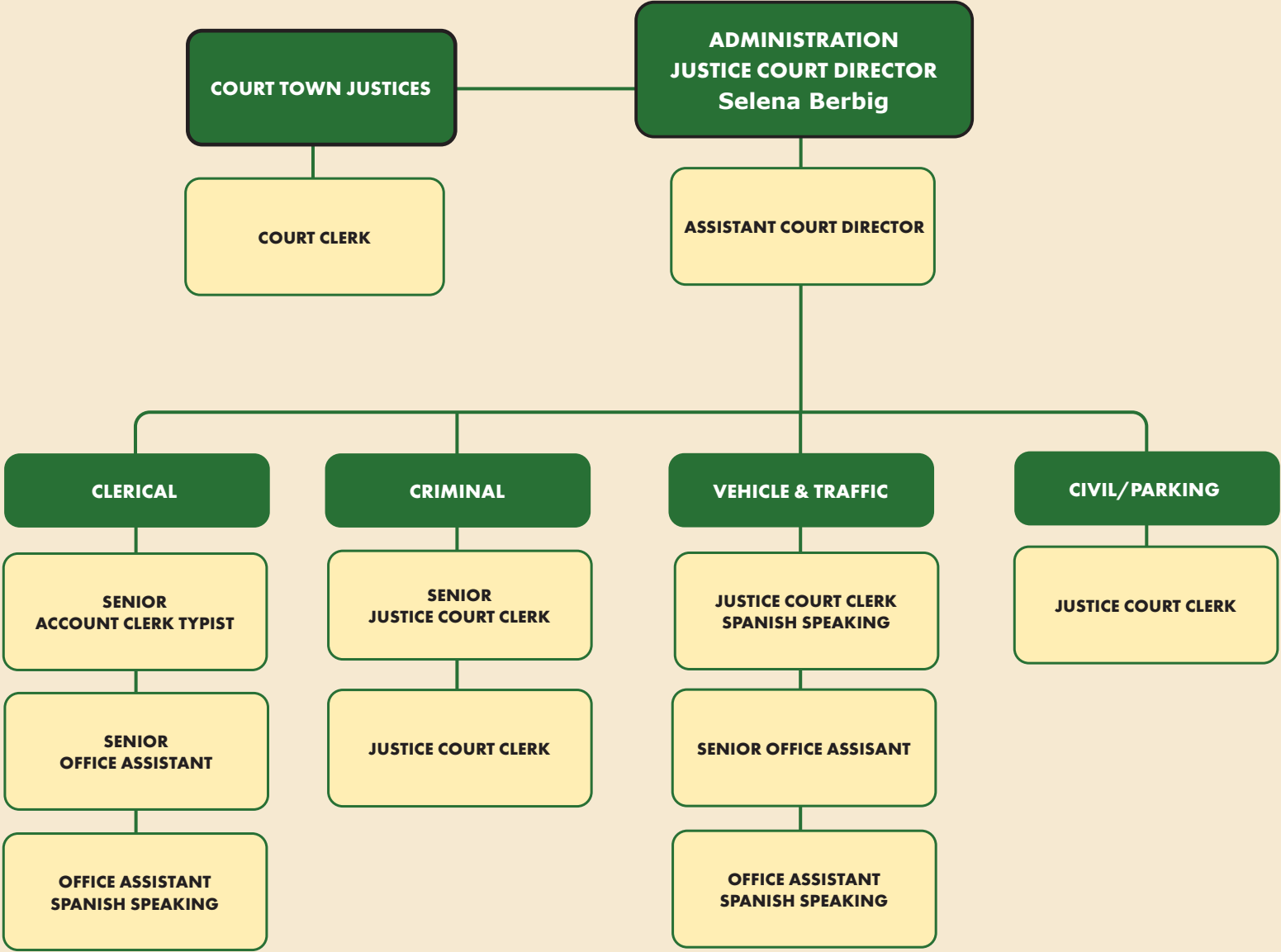
2025 ORGANIZATIONAL CHART
JUSTICE COURT OFFICE

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Department Summary

Department: Justice Court

Budget Year: 2025
Division: Justice Court
Tax District: Full Town

Cost Center #: 1110
Manager: Selena Berbig

NOTES:

Departmental Mission & Responsibilities:

The Justice Court is a multifaceted Court, processing all criminal, civil, traffic and parking summonses issued within the Town of Southampton. Complaints are handled from the following agencies: Southampton Town Police, New York State Police, Suffolk County Sheriff, Suffolk County Police, Park Rangers, Environmental Conservation, Bay Constables, Fire Marshal and Building and Zoning. The processing by the Justice Court of summonses involve many procedures, which must comply with the Office of Court Administration. Initial information must be keyed in and the defendant's plea entered. Bail, if set and paid, must be entered, deposited in the bank and a record kept for auditing purposes. The Justice Court will handle cases from the arraignment phase all the way through a potential trial. Fines that are paid are processed through the court's database and bank accounts. Monthly financial reports are compiled for audit reporting. Finally, the case is manually closed through the court's computer systems.

Workload:

The Southampton Town Justice Court is one of the busiest Justice Courts in the State. Annually, the Justice Court handles over 45,000 cases including Small Claims, Civil, Criminal, Traffic, Town Codes, and Parking Tickets. On average, this Court has over 50,000 people pass through the metal detector with over 16,500 activation's.

Arraignments are held on every day of the week, including weekends and holidays. Small Claims and Civil Court, including the Landlord/Tenant part, are held on Wednesday and Friday Mornings. Traffic tickets are heard on Monday afternoons. Criminal cases are heard on Monday afternoons and all day Tuesday. The Town Code cases and Parking tickets are heard on Wednesday afternoons. Jury and non-jury trials are heard on Thursday. Drug Court is heard on Tuesday afternoons. Veterans Court is heard on Thursday mornings. The Court also maintains a miscellaneous calendar on Friday afternoon.

To handle this workload, there are four (4) Judges utilizing three (3) courtrooms, along with one (1) Court Director, one (1) Assistant Court Director, ten (10) full time clerks, two (2) part time clerks, one (1) law clerk, two (2) stenographers, and two (2) interpreters. Every summer there are Law interns to assist the Judges. Additionally, assisting the Courts are four (4) court officers (budgeted through the Police Department) and a Domestic Violence staff (budgeted through the Business Management Department, supported through Justice Court fines and fees as per Chapter 8 of the Town Code).

In November 2003, the Drug Court (East End Regional Intervention Court (EERIC)) was started with Southampton Town Justice Deborah Kooperstein and Riverhead Town Justice Allen Smith. In April of 2014, the Veterans Court was started with Southampton Town Justice Andrea Schiavoni.

Due to the court's workload and the volume, the computer systems have been updated to provide efficient case management and processing times. The Court utilizes Windows NT platform to electronically submit the monthly reports to the State. This system allows the Court to upload Criminal Dispositions (CDR) and the vehicle and traffic violations (EDATE). The Court has access to the TRACS database, a ticket processing database used by both the New York State Police and the Southampton Town Police. The Court also has access to use the EJUSTICE criminal background database system and the DMV Call system. Additionally, the Court uses two online credit card payment programs to process parking tickets and time to pay traffic violation agreements.

With such a large workload, there is a huge demand on equipment, computers and technological devices. Since 2001, the Court staff has been successful in writing and applying for grants to secure these items. The application of grants are submitted to the Office of Court Administration (OCA), the Justice Court Assistant Program (JCAP), as well as the Justice Court Survey through OCA.

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Goals & Objectives:

1. Continue to cross train the staff to optimize resources and improve level of service.
2. Continue to optimize the CDR, EDATE, EJUSTICE, and DMV Call programs.
3. Continue to optimize the online credit card payment program through N-Court and Passport, Inc. for parking tickets
4. Continue to optimize the online credit card program through N-Court for traffic tickets.
5. Complete the update record keeping and microfilming of the court's data.
6. Consider the expansion/new construction of Court's facilities.

Legal Authority:

The Traffic Violations Bureau of the Court was established pursuant to Sec. 67-1 of the Town Code.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/25
Justice Court												
Justice Court												
Justice Court - 1110												
Justice Court Director	ADMINISTRATIVE	100,708	2,015	0	102,723	40,272	7,955	12,635	1,287	62,503	165,226	1.8
Town Justice	ELECTOFFICIALS	92,194	1,844	0	94,038	18,276	7,283	11,567	1,179	38,629	132,667	22.9
Town Justice	ELECTOFFICIALS	92,194	0	3,678	95,872	1,716	7,423	11,790	1,179	22,438	118,310	9.1
Town Justice	ELECTOFFICIALS	92,194	0	0	92,194	40,272	7,142	11,343	1,179	60,253	152,447	5.0
Town Justice	ELECTOFFICIALS	92,194	2,766	8,566	103,526	1,716	8,009	12,720	1,179	23,979	127,506	3.0
Justice Court Clerk	PART-TIME	16,064	0	0	16,064	0	1,244	0	220	1,520	17,584	
Justice Court Clerk	PART-TIME	16,064	0	0	16,064	0	1,244	0	220	1,520	17,584	
Student Intern I - Vacant	SEASONAL	1,989	0	0	1,989	0	152	0	18	177	2,166	
Student Intern I - Vacant	SEASONAL	1,989	0	0	1,989	0	152	0	18	177	2,166	
Student Intern I - Vacant	SEASONAL	1,989	0	0	1,989	0	152	0	18	177	2,166	
Student Intern I - Vacant	SEASONAL	1,989	0	0	1,989	0	152	0	18	177	2,166	
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 2	54,294	0	0	54,294	18,276	4,206	6,680	702	30,050	84,345	0.8
Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 3	55,051	0	0	55,051	18,276	4,264	6,773	711	30,214	85,265	2.2
Justice Court Clerk - Spanish Speaking	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 7	58,089	2,324	443	60,856	40,272	4,711	7,483	750	53,425	114,281	5.9
Justice Court Clerk-Spanish Speaking	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 2	54,294	0	0	54,294	40,272	4,206	6,680	702	52,046	106,341	1.6
Justice Court Clerk-VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 1	53,548	0	0	53,548	40,272	4,148	6,588	692	51,885	105,433	
Office Assistant-VACANT	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - B / Step 1	49,533	0	0	49,533	40,272	3,837	6,094	642	51,015	100,548	
Senior Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 4	64,300	2,572	0	66,872	40,272	6,074	9,647	828	68,804	135,676	9.2
Senior Justice Court Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 1	61,645	2,466	0	64,111	40,272	4,964	7,884	794	54,135	118,246	8.3
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 4	60,064	0	0	60,064	40,272	4,653	7,390	774	53,296	113,359	3.5

NOTES:

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/25
Justice Court												
Justice Court												
Senior Office Assistant	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 1	57,585	0	0	57,585	40,272	4,461	7,085	743	52,759	110,344	5.3
Court Clerk	ADMINSUPPORT	71,584	0	0	71,584	40,272	5,545	8,807	920	55,790	127,375	2.1
Office Assistant - Spanish Speaking	CSEA40HOUR-NEW / CSEA40HOUR-NEW - B / Step 6	54,097	4,328	0	58,425	40,272	4,522	7,181	699	52,875	111,300	18.3
Senior Account Clerk	CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 4	65,427	6,543	0	71,970	40,272	5,569	8,845	842	55,775	127,745	20.7
Total Justice Court - 1110		1,269,083	24,857	12,687	1,306,627	581,796	102,069	157,189	16,314	873,618	2,180,245	

NOTES:

Town of Southampton

2025 Adopted Budget

Justice Court - 1110

Account Code	Description	2023 Adopted Budget	2023 Actual	2024 Adopted Budget	2024 Amended Budget	2024 Dec YTD Actual	2025 Requested Budget	2025 Tentative Budget	2025 Preliminary Budget	2025 Adopted Budget	2025 Adopted / 2024 Amended Difference	2025 Adopted / 2024 % of Change	2026 Requested Budget	2026 Tentative Budget	2026 Preliminary Budget	2026 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	2,264,824	2,239,766	2,372,116	2,364,856	2,364,856	2,447,908	2,468,430	2,475,303	2,475,303	110,447	4.67%	2,482,196	2,490,238	2,497,112	2,497,112
	Total Real Property Taxes	2,264,824	2,239,766	2,372,116	2,364,856	2,364,856	2,447,908	2,468,430	2,475,303	2,475,303	110,447	4.67%	2,482,196	2,490,238	2,497,112	2,497,112
Other Revenue:																
2701	Miscellaneous Tax Receipts	0	0	0	0	1,620	0	0	0	0	0	0.00%	0	0	0	0
2770	Miscellaneous	0	1,481	0	0	770	0	0	0	0	0	0.00%	0	0	0	0
3330	County Aid	90,000	44,100	88,000	88,000	0	88,000	88,000	88,000	88,000	0	0.00%	90,000	90,000	90,000	90,000
	Total Other Revenue	90,000	45,581	88,000	88,000	2,390	88,000	88,000	88,000	88,000	0	0.00%	90,000	90,000	90,000	90,000
	Total Revenue	2,354,824	2,285,347	2,460,116	2,452,856	2,367,246	2,535,908	2,556,430	2,563,303	2,563,303	110,447	4.50%	2,572,196	2,580,238	2,587,112	2,587,112
Salaries:																
6100	Salaries	1,150,598	1,122,110	1,193,031	1,156,002	982,021	1,225,659	1,234,990	1,240,711	1,240,711	(84,709)	(7.33%)	1,263,426	1,274,721	1,280,442	1,280,442
6101	Overtime	12,000	7,979	12,000	12,000	8,050	12,000	10,000	10,000	10,000	2,000	16.67%	10,000	10,000	10,000	10,000
6103	Accumulated Sick/Personal Days	22,278	1,823	426	426	425	443	443	443	443	(17)	(3.99%)	443	443	443	443
6105	Part Time Salaries	40,086	22,448	40,086	40,086	24,971	40,086	40,086	40,086	40,086	0	0.00%	40,086	40,086	40,086	40,086
6110	Longevity	32,652	23,528	29,443	29,443	23,228	29,907	24,857	24,857	24,857	4,586	15.58%	30,676	25,529	25,529	25,529
6127	Cash in Lieu of Health Benefits	12,871	10,702	11,188	11,188	5,775	12,360	12,244	12,244	12,244	(1,056)	(9.44%)	12,360	12,244	12,244	12,244
	Total Salaries	1,270,485	1,188,590	1,286,174	1,249,145	1,044,470	1,320,455	1,322,620	1,328,341	1,328,341	(79,196)	(6.34%)	1,356,991	1,363,023	1,368,744	1,368,744
Employee Benefits - Current:																
6810	Employee Retirement - Active	142,012	139,070	138,946	138,946	114,718	158,107	156,494	157,189	157,189	(18,244)	(13.13%)	162,913	161,464	162,159	162,159
6830	FICA Tax Expenditure	96,459	86,371	98,900	98,680	76,056	101,537	102,549	102,986	102,986	(4,305)	(4.36%)	104,384	105,546	105,984	105,984
6835	MTA Tax	4,340	3,842	4,396	4,385	3,154	4,513	4,558	4,577	4,577	(193)	(4.39%)	4,642	4,694	4,713	4,713
6840	Worker's Compensation	5,974	6,585	6,641	6,641	5,534	6,829	15,890	15,890	15,890	(9,249)	(139.28%)	7,047	16,391	16,391	16,391
6860	Medical Insurance - Active Employees	476,754	486,707	520,248	520,248	405,487	556,056	550,908	550,908	550,908	(30,660)	(5.89%)	556,056	550,908	550,908	550,908
6865	Dental & Optical	29,160	27,119	30,888	30,888	21,718	30,888	30,888	30,888	30,888	0	0.00%	30,888	30,888	30,888	30,888
6875	Disability	423	62	423	423	73	423	423	423	423	0	0.00%	423	423	423	423
	Total Employee Benefits - Current	755,122	749,757	800,442	800,211	626,740	858,354	861,711	862,862	862,862	(62,651)	(7.83%)	866,353	870,315	871,467	871,467
	Total Employee Costs	2,025,608	1,938,347	2,086,616	2,049,356	1,671,210	2,178,808	2,184,331	2,191,203	2,191,203	(141,847)	(6.92%)	2,223,344	2,233,338	2,240,211	2,240,211
Contractual:																
6406	Repair Equipment	200	0	200	50	0	200	200	200	200	(150)	(300.00%)	200	200	200	200
6410	Postage	15,000	13,080	15,000	15,000	11,901	15,500	15,000	15,000	15,000	0	0.00%	15,000	15,000	15,000	15,000
6411	Printing and Stationery	7,000	6,893	7,000	7,000	4,884	7,500	7,500	7,500	7,500	(500)	(7.14%)	7,000	7,000	7,000	7,000
6412	Publications	1,900	2,491	1,900	2,050	1,601	1,900	1,900	1,900	1,900	150	7.32%	1,900	1,900	1,900	1,900
6415	Telephone	800	677	900	900	449	900	900	900	900	0	0.00%	950	950	950	950
6416	Travel, Dues and Related	8,000	2,854	8,000	8,000	7,518	12,000	12,000	12,000	12,000	(4,000)	(50.00%)	8,700	8,700	8,700	8,700
6420	Other	450	30,563	9,500	43,700	9,730	9,600	9,600	9,600	9,600	34,100	78.03%	9,450	9,450	9,450	9,450
6423	Small Equipment (Non-Capital)	2,000	2,454	2,000	2,150	2,118	5,000	2,500	2,500	2,500	(350)	(16.28%)	2,000	2,000	2,000	2,000
6425	Office Supplies	5,000	6,922	6,000	6,850	5,218	6,500	6,000	6,000	6,000	850	12.41%	5,000	5,000	5,000	5,000
6428	Drug Court Expense	30,000	1,887	26,000	14,530	5,163	26,000	20,000	20,000	20,000	(5,470)	(37.65%)	25,000	25,000	25,000	25,000
6434	Interpreters	110,000	117,225	150,000	150,880	103,097	150,000	150,000	150,000	150,000	880	0.58%	125,000	125,000	125,000	125,000
6435	Stenographer	145,000	145,772	145,000	150,390	126,575	120,000	145,000	145,000	145,000	5,390	3.58%	145,000	145,000	145,000	145,000

