

**TOWN OF NEW LEBANON  
JOB POSTINGS  
CLERK OF COURT and DEPUTY COURT CLERK  
NEW LEBANON TOWN COURT**

**CLERK OF COURT:**

The New Lebanon Town Court is accepting applications for the position of **Court Clerk**. The Clerk of Court provides critical administrative and clerical support to the Town Justices, and assists the Court during all courtroom proceedings, both civil and criminal. The position is ideal for an applicant seeking an interesting, varied, part-time position with significant responsibility. The court clerk must be available during Court hours on Thursdays from 2pm – 7pm. Other administrative functions can be performed according to a more flexible schedule. The successful applicant will be joining a staff consisting of one deputy court clerk, and will be assisting two judges.

**Duties and Responsibilities**

- Prepare court dockets of cases and maintain court calendar
- Create and file court documents, including sentencing, probation, and release information
- Maintain records of payment for court fines, bail and other fees
- Correspond with attorneys or parties appearing before the Court as required
- Respond to telephone inquiries from the public in a polite and knowledgeable manner
- Provide needed support or assistance to the judge when on the bench or in chambers

**Requirements for Applicants**

- High school diploma; some college a plus. No legal training necessary.
- Computer skills, including Microsoft Word and other basic applications
- Bookkeeping experience helpful; must be able to create accurate financial reports and file them electronically
- Excellent interpersonal skills, ability to interact with the public, professional demeanor
- Experience with legal processes and court procedures a plus; however, on-the-job training will be provided.

*Must be able to attend a mandatory full-day training for Court Clerks*

- High-degree of confidentiality required*
- Up to 25 hours per week
- Starting rate of \$17.30 per hour

**DEPUTY COURT CLERK:**

The New Lebanon Town Court is accepting applications for the position of **Deputy Court Clerk**. The Deputy Court Clerk provides critical administrative and clerical support to the Town Justices, and assists the Court during all courtroom proceedings, both civil and criminal. The position is ideal for an applicant seeking an interesting,

varied, part-time position with significant responsibility. The deputy court clerk must be available during Court hours on Thursdays from 2pm – 7pm. Other administrative functions can be performed according to a more flexible schedule. The successful applicant will be joining a staff consisting of one court clerk, and will be assisting two judges.

### **Duties and Responsibilities**

- Prepare court dockets of cases and maintain court calendar
- Create and file court documents, including sentencing, probation, and release information
- Maintain records of payment for court fines, bail and other fees
- Correspond with attorneys or parties appearing before the Court as required
- Respond to telephone inquiries from the public in a polite and knowledgeable manner
- Provide needed support or assistance to the judge when on the bench or in chambers

### **Requirements for Applicants**

- High school diploma; some college a plus. No legal training necessary.
- Computer skills, including Microsoft Word and other basic applications
- Bookkeeping experience helpful; must be able to create accurate financial reports and file them electronically
- Excellent interpersonal skills, ability to interact with the public, professional demeanor
- Experience with legal processes and court procedures a plus; however, on-the-job training will be provided.

*Must be able to attend a mandatory full-day training for Deputy Court Clerks*

- High-degree of confidentiality required*
- up to 5 hours per week
- Starting rate of \$16.22 per hour

**Applicants may apply for just one position or could express interest in being considered for either position. The number of hours worked for each position could be modified depending on the availability of both successful applicants (for example the deputy could work up to 10 hours per week and clerk could work up to 20 hours per week or both positions could work up to 15 hours per week).**

**Interested applicants must send a letter of interest and a resume to be received no later than 4pm on Friday, April 5<sup>th</sup>, 2024 to:**

**New Lebanon Town Clerk  
PO Box 328  
New Lebanon, NY, 12125**

**Or via email to: [townclerk@townofnewlebanon.com](mailto:townclerk@townofnewlebanon.com)**