

**TOWN OF NEW LEBANON
JOB POSTING
TEMPORARY CLERK OF COURT
NEW LEBANON TOWN COURT**

CLERK OF COURT:

The New Lebanon Town Court is accepting applications for the position of **Temporary Court Clerk**. The Temporary 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 temporary 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 one temporary deputy court clerk will be assisting two judges. This temporary position is for three months to start and has the possibility of being extended to six months.

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 20 hours per week
- Starting rate of \$20.00 per hour

Interested applicants must send a letter of interest and a resume to be received no later than 4pm on Friday, January 3rd, 2025 to:

**New Lebanon Town Clerk
PO Box 328**

New Lebanon, NY, 12125

Or via email to: townclerk@townofnewlebanon.com