

Job Opportunity Announcement

Position: Secretary to Town Justice

Yearly salary starting at 45k per year depending on experience

The Town of North Greenbush Court is seeking a qualified and detail-oriented individual to serve as Full-time Court Clerk to the Justices.

This position requires 35 office hours of Monday through Thursday, 8:00 am – 4:00 pm. Tuesday Court 5:00 - 8:00 pm. Fridays off.

Responsibilities include, but are not limited to:

Managing all court communications (mail, fax, email, phone calls and messages)

Processing incoming/outgoing mail and responding to inquiries (via phone, email, mail and in person)

Accepting and applying payments, issuing receipts and maintaining financial records

Making bank deposits and preparing monthly and annual reports, audits and other administrative duties.

Using specialized court software systems (Courtroom Program, DMV CDR, WEBDVS and TSLED)

Updating cases with notes and outcomes

Maintaining communication with the public, attorneys, law enforcement, Probation, District Attorney, Legal Aid and other relevant agencies.

Assisting with courtroom operations, including notices, warrants, and compliance reports.

Ordering office and courtroom supplies.

Qualifications:

High school or a high school equivalency diploma

Prior court clerk experience preferred

Qualified candidates must maintain complete confidentiality and professionalism be detail-oriented; maintain a high level of accuracy and possess interpersonal skills.

Good knowledge of office terminology, procedures, and equipment; ability to understand and follow detailed oral and written instructions.

All interested parties should submit a resume to: gbburke@nycourts.gov & ksdell@nycourts.gov