



Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125

Job Title:	Court Clerk	Job Category:	Appointed
Department/Group:	Court	Travel Required:	Yes
Location:	Town Hall	Position Type:	Part-time
Level/Starting Rate:	3/\$20.00/hr		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	Yes		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: (518)794-9694 townclerk@townofnewlebanon.com Subject Line: Job Application Attention: Court		Mail: NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
Job Description			
Role and Responsibilities			
<ol style="list-style-type: none"> 1. Prepare court dockets of cases and maintain court calendar 2. Create and file court documents including sentencing probation and release information 3. Maintain records of payment for court fines bail and other fees 4. Correspond with attorneys or parties appearing before the Court as required 5. Respond to telephone inquiries from the public in a polite and knowledgeable manner 6. Provide needed support or assistance to the judge when on the bench or in chambers 			
Qualifications and Education Requirements			
High school diploma some college a plus			
No legal training necessary			
Experience with legal processes and court procedures a plus however on-the-job training will be provided			
This position is subject to all applicable civil service rules.			
Preferred Skills			
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			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	