



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

<b>Job Title:</b>	Deputy Court Clerk	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	Court	<b>Travel Required:</b>	Yes
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Part-time
<b>Level/Starting Rate:</b>	4/\$18.00/hr		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	Yes		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (518)794-9694 townclerk@townofnewlebanon.com <b>Subject Line:</b> Job Application <b>Attention:</b> Court		<b>Mail:</b> NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<p><b>Role and Responsibilities</b></p> <p>Will be trained to perform duties of a court clerk including but not limited to</p> <ol style="list-style-type: none"> <li>1. Data entry filing, payment entry and receipt writing</li> <li>2. Banking and accounting</li> <li>3. Telephone duties</li> <li>4. Computer duties.</li> </ol> <p><b>Qualifications and Education Requirements</b></p> <p>Positive attitude</p> <p>Ability to learn quickly</p> <p>Ability to interact with the public in a kind and helpful manner</p> <p>Banking and accounting knowledge</p> <p>Ability to maintain confidentiality</p> <p>Flexible schedule</p> <p>Clean criminal record</p> <p>Valid NYS driver's license</p> <p>This position is subject to all applicable civil service rules.</p> <p><b>Preferred Skills</b></p> <p>Good communication and interpersonal skills</p> <p>Computer and typing skills</p> <p>Good organizational skills</p>			



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

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	