



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

Job Title:	Town Justice	Job Category:	Elected
Department/Group:	Court	Travel Required:	No
Location:	Town Hall	Position Type:	Part-Time
Level/Starting Rate:	2/ \$11,259 Salary		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: N/A Elected Position Subject Line: N/A Attention: N/A		Mail: N/A Elected Position	
Job Description			
Role and Responsibilities <ol style="list-style-type: none"> 1. All statutory responsibilities as prescribed by law 2. Perform arraignments and be on call 24/7 for arraignments 3. Handle VTL and criminal case dockets 4. Reconcile bank statements and check books once a month 5. Reconcile bail dockets once a month 6. Do all monthly reporting of fines received 7. Issue a check monthly for fines received to the CFO 8. Sign and submit all necessary monthly reports and financial reports 			
Qualifications and Education Requirements This position is subject to all applicable civil service rules.			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	