

JOB OPENING

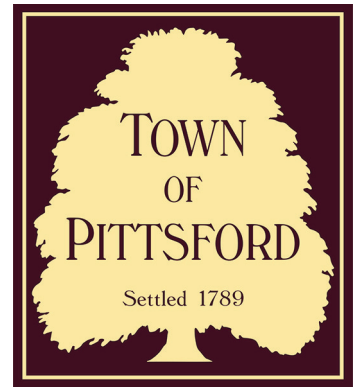
Town Court

Position: **Clerk to Town Justice**

(Full-Time)

Posted: December 21, 2020

Deadline: January 21, 2021



The Town of Pittsford has an opening for the position listed above.

This is an appointed secretarial and bookkeeping position serving a Town Justice(s). The work involves receiving and depositing monies, keeping books, writing checks, etc., as well as preparing correspondence, reports and dockets. The work will involve court attendance including nights. The employee works under the general supervision from and reports directly to, the Town Justice(s).

Work activities include, receive all fine and bail monies, issue receipts, deposit all monies, keep cashbooks, writes checks and balances bank statements. Prepares and types all correspondence regarding pleas by mail, non-appearance letters, trial requests, etc.

Types weekly docket, schedule all court cases for court night with District Attorney and stenographer present;

Answers telephone, greets visitors, makes appointments.

Additional responsibilities as required.

The position requires the candidate to have good knowledge of office terminology, practices and techniques. Good knowledge of single and double entry bookkeeping; working knowledge of courtroom procedures; working knowledge of NYS Civil Law; ability to type at a satisfactory rate of speed; ability to keep records; ability to deal effectively with the public.

Salary is commensurate with experience.

Position is full-time, Monday-Friday, with some evenings required for Court.

Qualifications for effective performance in this position include high school degree (or equivalent), plus four years experience in clerical/administrative position requiring independent judgment and decision making. An Associate's Degree in Secretarial Science and two year years experience will also satisfy requirement. The position would preferably be a Notary Public.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

The Town of Pittsford provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford
11 South Main Street
Pittsford, NY 14534
Attn: Personnel Department

Email to: cfleming@townofpittsford.org

Fax to: (585) 248-6247

For an employment application, click [HERE](#)