

**POSITION OPENING
DEPUTY COURT CLERK – PART TIME
TOWN OF NEW BALTIMORE JUSTICE COURT**

The Town of New Baltimore Justice Court is seeking a part time Deputy Court Clerk to begin immediately after board approval.

Duties include but are not limited to:

- Processing Vehicle and Traffic Violations
- Scheduling Court appearances, reviewing legal documents
- Interacting with the public concerning legal matters
- Ability to deal with difficult people on the phone or in person

This position requires the ability to use a computer and other office equipment. Graduation from high school or GED is required.

This is a part time hourly position, at an hourly rate of \$10.00, which may be negotiable depending on qualifications and experience. The estimated workload is 8-16 hours per week.

Interested applicants may mail their resume or drop off in person no later than 12:00 pm on January 25, 2010 to the New Baltimore Justice Court, 3809 County Route 51, Hannacroix, NY 12087 M-F 9 am – 4 pm. The Town of New Baltimore is an equal opportunity provider and employer.

By Order of the Town Board
Janet A. Brooks
Town Clerk