

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

The Town of New Baltimore Justice Court is seeking two (2) Deputy Court Clerks – Part Time to begin work on or about January 1, 2010. 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 apply by mail or in person no later than December 28, 2009 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