

## CLERK TO VILLAGE JUSTICE (EXEMPT) POSITION REQUIREMENTS

- 1) Ability to manage the daily operations of a busy court with traffic, parking and code violations.
- 2) The position requires the Clerk to establish and maintain effective working relationships with co-worker, general public, Justices, Police Dept, and Administration.
- 3) Excellent communication skills are necessary with interaction in person, at the window or on the telephone. A second language is a plus.
- 4) Receipting cash, money orders, credit card payments and balancing on a daily basis; preparing bank deposits, reconciling bank statements monthly and filing of monthly NY State Report; preparation of court calendar and records for annual audit.
- 5) Excellent organizational and filing skills, legible handwriting. Attention to detail is a must.
- 6) Knowledge of the SEI Court and nCourt programs preferred.

Daytime hours 9-4:30; Evening Court Session 4-5 per month 6-8 pm with paid stipend  
Medical, dental & Optical coverage  
Salary commensurate with experience.

Send resume to: [admin@vgne.com](mailto:admin@vgne.com)

*Kathleen L Santelli*

*Village Administrator*

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