

Vacancy for Clerk to Village Justice

The Village of East Hills is seeking a Court Clerk in the Justice Court

JOB DUTIES/RESPONSIBILITIES

- Performs a wide variety of administrative and clerical tasks including, but not limited to the following job duties:
- Interacting with public, legal, and law enforcement personnel.
- Answering phones in a professional manner.
- Input and maintain court records/traffic tickets
- Preparation of files and court calendar.
- Collection and depositing of fines/fees; sort and processes incoming/outgoing mail.
- Completes forms and submits to the proper authorities.
- Keep financial records/monthly report and issue receipts.
- Other related duties as assigned.

JOB REQUIREMENTS: Prior or current experience in a Town/Village Justice Court is preferred. Qualified candidates must always maintain complete confidentiality and professionalism; be detail oriented; have ability to multi-task; maintain high level of accuracy in all work; and have the ability to communicate effectively. Excellent computer skills required.

HOW TO APPLY: Email cover letter and resume to humanresources@villageofeasthills.org