

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-workers, the general public, Justices, Police Department and Administration.**
- 3. Excellent communication skills are necessary with interaction in person, at the window and 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