



Clerk to the Village Justice Appointed Position

Job Duties:

This job involves all aspects of court administration and general support for the Village Hall. Responsible for maintaining the financial information and records of the Justice Court by collecting fines, depositing the same in the bank, keeping the financial books of the court (including QuickBooks); scheduling trials and court dates; setting-up the court calendars, keeping and maintaining the court transcripts of the proceedings, attending court and keeping a record of the disposition of each case; acting a liaison between the court and police department; acting as a liaison between the court, the public, FBS (Fundamental Business Solutions) and various state agencies such as the DMV, the NYS Office of the State Comptroller and the Office of Court Administration; assisting the Village Justice to obtain grants; working daily with the Village Staff, particularly the Building Inspector, Parking Meter Attendants and the Village Administration, answering the phones, addressing complaints, general Village inquiries and paperwork etc.; must gain a general familiarity with the Village Code and policies; must be a notary public for Village officials and the public.

Requirements:

1. At least a two-year college degree preferred.
2. Clerical experience, with clerical experience in a law office, court or legal department preferred.
3. Demonstrated computer experience in the workplace including Microsoft Office products and QuickBooks.
4. Must be an independent worker and self-starter, who also seeks to be a team player in a small office.
5. Must be dependable and punctual.
6. Excellent people and communication skills. (Calm demeanor to be able to work with the public in stressful situations with people who are unhappy and sometimes very assertive. Must be able to maintain a very professional appearance and attitude at all times).
7. Must be available to work five days a week (see hours below).
8. Current Notary Public license required (or must obtain one within two months of employment).

Part Time-

This is an appointed 29 hour a week, hourly part-time position, for the following hours:
Monday, Tuesday, Thursday and Friday: 10 a.m. to 4 p.m.; Wednesday 11 a.m. to 4 p.m.,
Court Days: 2 p.m. to 8 p.m. or until court ends (court is usually, the first Wednesday of the month). No benefits (no paid time off or medical benefits).

Full Time-

This is an appointed 40 hour a week, salaried full-time position, for the following hours:
Monday to Friday: 8 a.m. to 4 p.m. with the exception of Court Days: noon to 8 p.m. or until court ends (court is usually, the first Wednesday of the month).

Please indicate if you are interested in a full or part time position when applying.

This is an appointed position, where the employee is evaluated annually for reappointment by the Mayor and ratified by the Board of Trustees in April.

Salary and benefits commensurate with experience.

The Village of Stewart Manor is an equal opportunity employer.