

VILLAGE COURT CLERK – PART-TIME

Village Court – East Williston

The Village of East Williston, located in Central Nassau County, is seeking a qualified and experienced **Part-Time Village Court Clerk** to join its professional staff.

The Court Clerk is responsible for providing administrative support to the Court and ensuring the accurate and timely processing of court-related matters in accordance with applicable laws, rules, regulations, and court procedures.

Responsibilities include, but are not limited to:

- Maintaining accurate and confidential court records and files
- Processing tickets, summonses, fines, fees, and other court-related documents
- Assisting the Justice with daily court operations and administrative matters
- Preparing correspondence, reports, notices, and other court documents
- Responding professionally to inquiries from defendants, attorneys, law enforcement, and the public
- Processing payments and maintaining accurate financial records
- Preparing and submitting required reports and remittances to appropriate agencies
- Assisting with court sessions and maintaining an organized and professional court environment
- Performing other duties as assigned by the Court

Qualifications:

- Prior experience in a municipal court, court administration, municipal government, or a related field preferred
- Knowledge of New York State Village Justice Court procedures and requirements a plus
- Strong organizational and record-keeping skills
- Excellent written and verbal communication skills
- Ability to maintain confidentiality and exercise sound judgment
- Proficiency with Microsoft Office and SEI court software
- Ability to work independently and effectively with the public, attorneys, law enforcement, and court personnel

Schedule: Part-time; office hours to be determined; Court meets on the first Thursday evening of the month. (generally 10 months a year)

Compensation: Commensurate with experience and qualifications.

Interested candidates should submit **resumes to Villageclerk@eastwilliston.gov**