

JOB DESCRIPTION FOR PART TIME COURT CLERK, TOWN OF NEW BALTIMORE

This position requires up to 26 hours per week.

Starting at an hourly rate, \$19.00, with an increase after the first of the year.

Send resume to: Townofnewbaltimorecourt@nycourts.gov

In this vital role, you will serve as a key administrative support person within the court stem, ensuring the smooth and efficient operation of court proceedings.

Your responsibilities will include managing case files, assisting with legal documentation, and providing exceptional customer service to the public and legal professionals.

Detailed Responsibilities:

- Prepare, organize, and maintain court case files and legal documents with accuracy and confidentiality
- Assist judges, attorneys, and court staff by providing timely information and support during proceedings
- Enter data into court records management systems accurately and efficiently, including case updates and scheduling information
- Handle clerical tasks such as filing, photocopying, scanning, and managing incoming correspondence
- Support courtroom operations by coordinating schedules, notifying parties of hearings, and managing courtroom logistics
- Provide excellent customer service by answering inquiries from the public, attorneys, and local sheriffs.
- Collects fees and accounts for monies received, reconciles bank accounts and prepares monthly accounting reports.
- Assist Town justices during court proceedings

Skills:

- Prior office experience with clerical tasks such as filing, record keeping, and document management
- Experience with use of Word, Excel and other software as needed
- Excellent organizational skills with attention to detail in handling multiple priorities
- Customer service experience with a professional demeanor when interacting with the public or legal professionals
- Ability to perform administrative tasks such as cash handling filing, and general clerical duties effectively
- The applicant must have integrity & the ability to work independently. The Court is prepared to provide training to ensure the applicant acquires the necessary expertise with the specific Court computer programs.