

Court Clerk Part Time (maximum 30 hrs./week)

Town of Lysander Justice Court | Lysander, NY

Court Clerk for the Town of Lysander Justice Court. Individual must be organized, professional, detail oriented, able to multitask and dependable.

Duties include clerical work, maintaining records, daily cash/credit receipts, and preparation of court calendars.

The position is PART-TIME (9:00 AM to 2:00 PM (M, T, W, F with court nights on Wednesday at 7:00 PM)

Salary based on experience.

Please send a resume and contact information to:

mbryant@nycourts.gov

(with subject heading: "clerk position")

-or-

Town of Lysander Justice Court

Atten: Judge Bryant

8220 Loop Road

Baldwinsville, NY 13027

NO PHONE CALLS

All resumes and contact information must be received by the Justice Court no later than Friday, April 11, at 2:00 PM for consideration.