

## 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](mailto: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 Wednesday, December 23, 2025 at 2:00 PM for consideration.