

COURT CLERK – part-time salaried position, approximately 20 hours per week (one/two evenings a month a **MUST**). Clerk will perform court tasks including: maintain records of court appearances/calendars; collect, report and record court fines; create and maintain all court files. Candidate should have some experience with various office equipment and technology, basic computer/keyboarding skills, good communication and interpersonal skills, and attention to detail.

Interested candidates should send a resume to: Philmont Village Court, PO Box 822, Philmont, NY 12565, or email to philmontvillagecourt@nycourts.gov, or call 518-672-4886.