



**PART-TIME CLERK TO VILLAGE JUSTICE
VILLAGE OF BROCKPORT**

The Village of Brockport seeks an individual to serve part time as Clerk to one of the two part time Village Justices in a variety of clerical, customer service and record keeping functions. This is an appointed secretarial and bookkeeping position serving the Village Justice. The work involves preparing for court sessions, recording and processing court decisions and outcomes, keeping paper and electronic records, processing and distributing correspondence, receiving, depositing, and reconciling monies, and providing excellent customer service.

Successful candidates will be required to attend New York State Association of Magistrates Court Clerks training in Niagara Falls September 27-September 30, 2015. Preferred start date prior to September 18, 2015 court session.

Education and Experience: paralegal, secretarial, bookkeeping or related field. Associates Degree and public sector/municipal experience preferred. Must be personable, have a positive attitude, be a quick learner, detail/accuracy oriented and able to multi-task/prioritize. Familiarity with Microsoft Office is necessary. Additional task-specific computer programs will be utilized. Knowledge of SEI software is a plus.

Part time weekdays, 22 ½ - 26 hours per week. Monday – Thursday noon-4:30pm with expanded hours on the twice-monthly Friday court date. Needs to be able to cover for the other part time Court Clerk on occasion. \$13.50 - \$15.00 per hour depending on experience. No benefits. New York State Retirement System. MUST be a Monroe County resident.

Download employment application from www.brockportny.org. Send cover letter and résumé with completed employment application by e-mail to: lmorelli@brockportny.org or by mail to: Attention: Brockport Village Clerk 49 State Street Brockport, NY 14420.

Application deadline: NOON, Thursday, September 3, 2015

Leslie Ann Morelli, Brockport Village Clerk

Dated: 8/17/15