



**PART-TIME COURT ATTENDANT
FOR
BROCKPORT VILLAGE COURT**

Brockport Village Court seeks 1 individual to serve as Court Attendant part time – working with the other Court Attendant, Village Justices, and Court Clerks. The work involves maintaining order in the courtroom; convening, recessing and making announcements; directing attendees as to courtroom procedures and regulations; seeing that courtroom is ready for proceedings; taking charge of jury; and answering inquiries about courtroom procedures.

Successful candidate should have: working knowledge of courtroom procedures; skill in addressing a group and giving clear, concise directions; ability to follow directions; ability to maintain order and control over a group; ability to observe and analyze problem situations and exercise good judgment when dealing with situations; ability to maintain confidentiality about court cases; ability to deal effectively with the general public; emotional maturity; tact; proper dress; physical condition commensurate with the demands of the position.

Part time, # of hours will vary each week - Fridays & other times when Village Court is in session.
\$12.50 per hour. No benefits. New York State Retirement System.
MUST be a Monroe County resident.

Note: This position is currently classified by Civil Service as competitive. Hire will be classified as provisional until an exam is offered. For permanency, provisional hire must take and pass exam being reachable on the certification of eligibles. If the Village's application to have the position re-classified as non-competitive gets approved, the exam will not be necessary.

Download employment application from www.brockportny.org.
Respond by e-mail or mail only
with cover letter, resume and completed employment application.
E-mail to: lmorelli@brockportny.org

Or mail to: Village of Brockport Attention: Village Clerk 49 State Street Brockport, NY 14420

Application deadline: Noon, Thursday, September 7, 2017

- Village Justice to provide hiring recommendation to the Village Board for their 9/18/17 meeting.

By order of the Village Board 8/21/17
Leslie Ann Morelli, Brockport Village Clerk