



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

The Village of Brockport seeks an individual to serve part time as Clerk to the two part time Village Justices and full time Court Clerk in a variety of clerical, customer service and record keeping functions. This is an appointed secretarial and bookkeeping position serving the Village Justices. The work involves assisting with the following: 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.

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, 10 - 15 hours per week. Needs to be able to cover for the full time Court Clerk on occasion. \$11 - \$14 per hour depending on experience. No benefits. NY 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, February 18, 2016

Dated: 1/13/16

Leslie Ann Morelli, Brockport Village Clerk