



Town of Esopus is Hiring Clerk to The Justice

Position: Clerk to the Justice for the Town of Esopus Justice Court

Overview: The Town of Esopus Justice Court is seeking a dedicated, self-motivated, professional individual to perform administrative duties in the criminal & civil justice system, assisting other officers of the court as well as judges and lawyers. Email resume to: KBarnett@nycourts.gov.

Responsibilities:

- Case Management - uphold all court files & records to ensure they stay up-to-date and accessible.
- Answer phones, take messages & refer calls as needed.
- Schedule, create and maintain court calendars.
- Collect court fines and maintain records.
- Assist in all office management and administrative processes.
- Preparing & issuing Orders of the Court, (Summons, Probation Orders, Warrants, Etc.).
- Notifications to Defendants, Attorneys, etc.
- Ensure all legal documents submitted adhere to the law and court procedures.
- Day to day filing, data entry, faxing, sorting incoming mail.
- Assure all court processes run smoothly and effectively.

Qualifications:

- High School Diploma
- Excellent Communication
- Knowledge of Basic Bookkeeping
- Detail oriented
- Competent Data Entry and keyboard skills
- Organization & time management skills
- Computer Software skills
- Writing skills
- Customer Service
- Time Management
- Multitasking
- Ability to work individually and as part of a team

Schedule:

- Up to 30 hours a week, 6 hours a day
- Monday thru Friday plus court on Monday & Tuesday evenings.