

Employment Opportunity Part-Time Court Clerk

The Town of Berne is accepting applications for the position of **Part-Time Court Clerk**.

Starting Salary: \$20.50 per hour. The starting wage may be increased based upon the successful candidate's qualifications and experience.

Position Summary

The Court Clerk serves as the primary clerical support for the Town Justice and performs a variety of specialized administrative duties in support of Town Court operations. The position requires professionalism, discretion, accuracy, and the ability to handle confidential information while working with the public, law enforcement agencies, attorneys, and other government offices.

Typical Duties

Responsibilities include, but are not limited to:

- Preparing court documents, notices, and warrants.
- Processing traffic, criminal, and other court-related paperwork.
- Collecting court fines and fees and issuing receipts.
- Maintaining accurate financial and court records.
- Assisting the Town Justice with daily court operations.
- Communicating with the public, attorneys, and law enforcement.
- Performing general clerical and administrative duties as assigned.

Minimum Qualifications

Applicants must meet the Albany County Civil Service minimum qualifications:

- Graduation from high school or possession of a GED; **and**
- Three (3) years of clerical and/or secretarial experience in a legal, public safety, or governmental setting.

This is a **Competitive Civil Service** position, and appointments are subject to Albany County Civil Service rules and regulations.

Preferred Qualifications

- Strong computer skills, including Microsoft Office.
- Excellent organizational and communication skills.
- Ability to maintain confidential records.
- Ability to work independently and meet deadlines.
- Experience with financial recordkeeping or bookkeeping is desirable.
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To Apply

Please submit a resume to:

Kristin De Oliveira, Town Clerk

Town of Berne

P.O. Box 57

Berne, NY 12023

Email: clerk@berneny.gov

Fax: (518) 872-9303

Applications will be accepted until the position is filled.
The Town of Berne is an Equal Opportunity Employer

HELP WANTED – PART-TIME COURT CLERK

The Town of Berne is seeking applicants for a **Part-Time Court Clerk** position.

Starting rate: \$20.50 per hour (*starting salary may be increased based on qualifications and experience*). This position performs specialized clerical and administrative work in support of the Town Court. Strong computer, organizational, and customer service skills are required.

Please submit a resume to:

Town Clerk Kristin De Oliveira

Town of Berne

P.O. Box 57

Berne, NY 12023

Email: clerk@berneny.gov

Fax: (518) 872-9303

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