

JOB OPENING

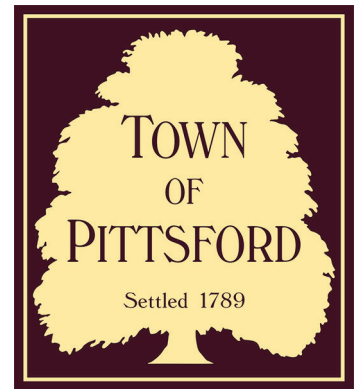
Town Court

Position: Clerk to Town Justice

(Full-Time)

Posted: June 11, 2024

Deadline: July 11, 2024



The Town of Pittsford has an opening for the position listed above.

This is an appointed administrative and bookkeeping position serving the Town Justice(s). The work involves receiving and depositing monies, keeping books, writing checks, etc., as well as preparing correspondence, reports and dockets. The work will involve court attendance including nights. The employee works under the general supervision from and reports directly to, the Town Justice(s).

Work activities include, receive all fine and bail monies, issue receipts, deposit all monies, keep cashbooks, writes checks and balances bank statements. Prepares and types all correspondence regarding pleas by mail, non-appearance letters, trial requests, etc.

Answers telephone, greets visitors, makes appointments.

Types weekly docket, schedules all court cases for court night with District Attorney and stenographer present;

Additional responsibilities as required.

The position requires the candidate to have good knowledge of office terminology, practices and techniques. Good knowledge of single and double entry bookkeeping; working knowledge of courtroom procedures; working knowledge of NYS Civil and Criminal Law; ability to type at a satisfactory rate of speed; ability to keep records; ability to deal effectively with the public.

Salary range is \$54,132 - \$71,757, commensurate with experience.

Position is full-time, Monday-Friday, 8:00am-4:00pm, with some evenings required for Court as well.

Qualifications for effective performance in this position include high school degree (or equivalent), plus four years experience in clerical/administrative position requiring independent judgment and decision making. An Associates Degree in Secretarial Science and two years experience will also satisfy requirement. The candidate would preferably be a Notary Public.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Employees need not be residents of the Town of Pittsford, but shall be required to maintain their primary residence within the County of Monroe or the adjoining counties of Wayne, Ontario, Livingston, Genesee and Orleans within the State of New York. Monroe County Civil Service residency requirements overrule the Town of Pittsford residency for provisional and competitive positions.

The Town of Pittsford provides equal employment opportunities for all employees and applicants for employment. The Town does not discriminate against, or grant preferences to, any person on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, pregnancy, sexual orientation, disability, or any other characteristic protected by federal, state or local law. The Town applies the same policy to all personnel actions, including, but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations, and rehires.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford
11 South Main Street
Pittsford, NY 14534
Attn: Personnel Department

Email to: cfleming@townofpittsford.org

Fax to: (585) 248-6247

For an employment application, click [HERE](#)