



**CLERK TO VILLAGE JUSTICE (COURT CLERK)
VILLAGE OF BROCKPORT**

The Village of Brockport seeks an individual to serve as one of two full time Court Clerks to the two Village Justices 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 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. Court experience desired. 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.

Full time 40 hours per week - Monday - Friday 8:30am - 4:30pm.
Wage commensurate with experience and qualifications.
Good benefits or buyout opportunity. NY State Retirement System.
MUST be a Monroe County resident.

Successful candidate will be required to attend the annual New York State Association of Magistrates Court Clerks training with the other full-time Court Clerk (typically held in late September).

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