



VILLAGE OF BROCKPORT

127 Main Street · Brockport, New York 14420
Telephone (585) 637-5300 · Fax (585) 637-1045
Website: www.brockportny.org

*The Victorian Village on the Erie Canal
Preserve America Community
Listed on the State and National Registers of Historic Places
Certified Local Government
Tree City USA Community
Erie Canalway Heritage Award of Excellence
NYS Climate Smart Community
NYS Clean Energy Community*

PART-TIME CLERK TO VILLAGE JUSTICE COURT

VILLAGE OF BROCKPORT

The Village of Brockport seeks an individual to serve as part time Clerk in a variety of clerical, customer service and record keeping functions. This is an appointed position involving 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. Familiar with Microsoft Office required, additional specific computer programs will be utilized. Knowledge of SEI software a plus; will train if unfamiliar.

Part-time weekdays, 15-24 hours per week. Must be able to work 9am-4pm on Fridays for court sessions and able to cover for full time Court Clerk on occasion. No benefits. NY State Retirement System. Must be a Monroe County resident.

Download application from www.brockportny.org. Send cover letter and resume and application to Erica Linden at elinden@brockportny.org or mail to 127 Main St., Brockport, NY 14420.

Application deadline: Friday April 23, 2021 or until filled.

Dated: 04/5/2021

Erica L. Linden, Village Manager/Clerk

Mayor Margaret B. Blackman
Trustee/Deputy Mayor John D. LaPierre
Trustees Annette M. Crane, Shawn Halquist, Katherine J. Kristansen