



**PART TIME CLERK
BROCKPORT VILLAGE COURT**

The Village of Brockport seeks assistance at Brockport Village Court 49 State Street Brockport, NY – an individual to assist the 2 full time Court Clerks to the 2 part time Village Justices in a variety of clerical, customer service and record keeping functions.

Education and Experience: paralegal, secretarial, bookkeeping or related field. Associates Degree and public sector/municipal/court experience preferred. Must be personable, have a positive attitude, be a quick learner, detail/accuracy oriented and able to multi-task/prioritize. Familiarity with Microsoft Office. Additional task-specific computer programs will be utilized. Knowledge of SEI software is a plus.

Part time 6-8 hours per week.

\$12.50/hour

No benefits. NY State Retirement System.

Download employment application from www.brockportny.org
complete and respond by e-mail to lmorelli@brockportny.org
or mail to: Brockport Village Clerk 127 Main Street Brockport, NY 14420

Application deadline: Noon, Thursday, June 14, 2018

Village Justices hiring recommendation to the Village Board for 6/25/18 meeting for start thereafter.

By order of the Village Board 6/4/18
Leslie Ann Morelli, Brockport Village Clerk