

Part-Time DEPUTY COURT CLERK at Otego Town Court

Job Purpose:

Court clerks support judges through their knowledge in legal clerical work, and their attention to detail. We are looking for candidates who are organized, have initiative, can function with great accuracy under high pressure, and will be able to meet many deadlines consistently.

Duties:

- * Open, sort, process, and document incoming mail.
- * Respond to and document phone calls.
- * Explain procedures and forms.
- * Accept and file documents based on adherence to law.
- * Correspond orally, and in writing, with attorneys and public.
- * Arrange for, and accept, payment of fees and fines.
- * Organize and prepare case folders.
- * Organize court schedule.
- * Accurately record dispositions and court orders.
- * Prepare reports.
- * Maintain system operations by following policies and procedures, reporting needed changes.
- * Maintain technical knowledge by attending educational workshops and studying new requirements.
- * Contribute to team effort by accomplishing related results as needed.

Skills/Qualifications:

Attention to Detail, Thoroughness, Analytical Thinking, Good Written and Oral Communication Skills, PC Proficiency, Organization, Internal Communications and Cooperation, Multi-tasking, Adaptability & Flexibility, Integrity, Initiative, Persistence, Achievement/Effort, Deal with Complexity, Legal Compliance

Salary and hours

Hourly salary based on experience; 8 - 10 hours per week to start

Please submit resume before March 21, 2020 by mail to:

Otego Town Court – resume
PO Box 468
Otego, NY 13825

Or by email to KDavis@nycourts.gov