

TOWN OF
NEW LEBANON

JOB POSTING
DEPUTY COURT CLERK

Part-time 15 hrs/wk
2 days per week

Requirements:

Candidates must possess good communication and interpersonal skills, a positive attitude, ability to learn quickly, basic computer and typing skills, ability to relate well with others, ability to interact with the public in a kind and helpful manner, good organizational skills, and basic banking and accounting knowledge.

Duties:

Will be trained to perform duties of a court clerk including: Basic data entry, filing, payment entry and receipt writing, and basic banking and accounting.

For more information, please call the
Town Court at 518-794-9456.

Resumes are to be mailed to:

New Lebanon Town Court
PO Box 247
7 Mill Road
New Lebanon, NY 12125
and must be postmarked or received by
February 17, 2012.