

Clerk to the Justice

Part-time position

Town of Rhinebeck Justice Court

Town of Rhinebeck Justice Court is seeking a part-time Court Clerk. The position requires 20-25 hours per week, including the first and third Thursday evening of each month. Responsibilities include but are not limited to: Preparation and maintenance of court records and calendars, including confidential records; receipt and recording of fines, fees, and penalties; opening and sorting mail; data entry in the state record-keeping system; and preparation of Orders, at the direction of the Court. The work involves contact with attorneys, the public and the Judge, and requires annual training through the Office of Court Administration.

Qualifications: High school or a high school equivalency diploma and one (1) year of general clerical experience, including, or supplemented by six months of clerical and/or word processing experience in an attorney's office, court, or other location requiring regular exposure to the law, court procedures and legal documents. Good knowledge of office terminology, procedures, and equipment; ability to understand and follow detailed oral and written instructions; ability to get along well with others; ability to write legibly; and ability to handle clerical activities, including basic math skills. The applicant must have integrity, and the ability to work independently with word processing, email, and programs specific to the Court. The Court is prepared to train the applicant to ensure the applicant acquires the necessary expertise with the specific Court computer programs.

The position will pay \$24 per hour. Benefits for this part-time position include paid vacation, holidays, and flexibility for personal leave, as may be approved by the supervisor.

To apply, submit cover letter and resume by July 16, 2024, via email to: Hon. Lisa E. Rubenstein, Rhinebeck Town Justice at lrubens@nycourts.gov.