

**TOWN OF NORTH DANSVILLE/  
VILLAGE OF DANSVILLE**

**Part-Time** (*with potential of Full-Time*)

# **Court Clerk**

This is an appointed position working directly with the Town and Village Justices.

## **TYPICAL WORK ACTIVITIES:**

- Process of traffic, civil and criminal court dockets.
- Responsible for court paperwork prior to and during court. Process Orders of Protection, Probation Orders and Conditions, DWI/IID paperwork, Violations of Probation, Civil Judgment, etc.
- Balance accounts and deposits and bank book.
- Enter and update court case information in Courtroom Program
- Answer e-mails and greet visitors. Maintain filing system for the court.
- The ideal candidate will have a working knowledge of Courtroom Program, TSLED, Ejustice and Web-DVS or have the willingness and capability to learn them. This position requires the ability to pass a background check and maintain confidentiality and proficiency in office, computer and organizational skills. Availability to work the first Tuesday of the month for court time is mandatory.

*To apply, please send Resume and Cover Letter by mail to:*  
**Village of Dansville Court • Attn: Hon. Scott Kenney**  
**14 Clara Barton Street, Dansville, New York 14437**  
**Deadline Date: August 23, 2024**