

**\*\*\*IMMEDIATE OPENING\*\*\***

**Court Clerk – Palmyra Village Court and Palmyra Town Court**

Full-time court clerk position to two judges requiring a high degree of confidentiality and attention to detail. The successful candidate will have the ability to effectively communicate orally and in writing, work independently, and constructively interact with the public.

**RESPONSIBILITIES:**

- Receive, process and file summonses, traffic tickets and other documents for court proceedings
- Prepare court calendar and assist the justice at the bench during all court proceedings
- Collect and deposit payments, reconcile accounts, prepare monthly accountability reports for submission to the Office of the State Comptroller
- Enter and submit convictions to the Department of Motor Vehicles and Division of Criminal Justice Services
- Respond to inquiries in person, by phone, by email and by mail, and provide assistance to lawyers, litigants, media and members of the public
- Act as liaison to coordinate court's activities and provide services to outside agencies including law enforcement, other local and county courts, Pre-Trial Release and Diversion, and Probation
- Prepare judicial orders and decisions, summonses, warrants and other court forms
- Examine court documents to ensure their accuracy and completeness
- Interpret policies, statutes, rules and regulations and apply them in specific contexts

**KNOWLEDGE AND ABILITIES**

- Knowledge of office and computer equipment
- Knowledge of Microsoft Office
- Skill in dealing with the public diplomatically
- Ability to collect and account for money accurately
- Experience in establishing work priorities

**SALARY:** \$60,000/year

Send resume to [palmyratowncourt@nycourts.gov](mailto:palmyratowncourt@nycourts.gov) or [palmyravillagecourt@nycourts.gov](mailto:palmyravillagecourt@nycourts.gov)

Resumes accepted until December 12, 2025