

Vacancy for Full-Time Court Clerk

The Town of Fishkill is seeking a full-time permanent Court Clerk in the Justice Court

JOB DUTIES/RESPONSIBILITIES

- Performs a wide variety of administrative and clerical tasks including, but not limited to the following job duties:
- Interacting with public, legal, and law enforcement personnel.
- Answering phones in a professional manner.
- Input and maintain court records/traffic tickets/civil matters.
- Preparation of files and court calendar.
- Collection of fines/fees; sort and processes incoming/outgoing mail.
- Completes forms, such as criminal summons and small-claims, DWI paperwork, etc., and submits to the proper authorities.
- Keep financial records/monthly report/bail monies, and issue receipts; (motor vehicle, civil, criminal).
- Other related duties as assigned.

JOB REQUIREMENTS:

Prior or current experience in a Town/Village Justice Court is preferred. Qualified candidates must always maintain complete confidentiality and professionalism; be detail oriented; have ability to multi-task; maintain high level of accuracy in all work; and have the ability to communicate effectively. Excellent computer skills required.

HOURS:

Monday – Friday 40 hours per week

Day hours with some evening hours depending on court schedule

SALARY: \$21.00 per hour with excellent benefit package including medical, dental, vision, retirement plan, paid holidays, and 3 weeks vacation to start.

HOW TO APPLY: Click here for Town of Fishkill employment application.

https://www.fishkill-ny.gov/uploads/3/8/0/7/38072219/employment_application_tof_.pdf

Email application and resume to employment@fishkill-ny.gov