

Canadice Court Clerk Position Available

We are looking for a Court Clerk to join our team and perform a range of administrative and clerical duties to maintain our Court.

Court Clerk responsibilities include managing tasks such as filing legal documents, entering data and responding to incoming communications as needed.

Ultimately, you will work with judges and attorneys to ensure they have the administrative support needed to work as efficiently as possible throughout the judicial process.

Responsibilities

- Record the minutes of meetings and court proceedings
- Create calendars and schedule cases to be heard
- Prepare and distribute court orders, including probation orders, sentencing information and court summonses
- Collect court fines and maintain records of amounts collected
- Ensure all legal documents submitted adhere to the law and court procedures
- Perform basic bookkeeping tasks
- Administer oaths and affirmations
- Maintain office hours and assist the public

Requirements and Skills

- Ability to work independently
- Superior organizational and multitasking abilities
- Strong computer and typing skills
- Outstanding communication and interpersonal skills
- Regular mandatory training and/or certifications as a Court Clerk

Specifics

- Up to 15 hours per week with the possibility of additional hours for special proceedings
- Thursday - Friday afternoons and evenings
- \$19.00 per hour
- Must submit to a background check, and fingerprinting

For consideration submit resume by 11/24/2023 to:

Steve Engard, Canadice Court Clerk
5949 County Road 37
Springwater, NY 14560
canadicecourt@nycourts.gov
585-367-3590