



## **Town of Skaneateles is seeking to fill the position of Court Clerk/Part-Time**

Town of Skaneateles residency is preferred.

### **Minimum Requirements**

- Attention to detail
- Excellent written and verbal communication skills
- Organized, self-directed team-player
- State mandated Court Clerk training will be required
- Respectful of need to maintain confidentiality
- Fundamental internet and computer skills

### **Duties Include**

- Collection of and accounting for monies
- Prepare and Organize Court Calendar and monthly reports to NYS Comptroller
- Prepare drafts of legal documents
- Assist Judge at the Bench
- Communicate with outside agencies to coordinate the Court's activities

Candidates will be subject to a background check  
Salary: \$18-\$20 per hour

Send letters of interest by April 12, 2024 to  
**Justice Kathleen H. Dell, Skaneateles Town Court**  
24 Jordan Street  
Skaneateles, NY 13152