

The Town of North Greenbush Town Court, Wynantskill, NY is seeking to immediately hire Court Clerk (part time approximately 20 hours per week). The candidate will perform necessary Town Court Office tasks as required that include documenting receipt of legal documents, maintaining records of court appearances, performing accounting and bookkeeping duties, preparing official correspondence, collecting fees and other court duties as assigned. Preferred candidate would have previous court clerk experience. Interested candidates should send a resume with references to: Town of North Greenbush, 2 Douglas Street, Attn: Comptroller, Wynantskill, NY 12198. Resumes may also be faxed to 518-283-5010, Attn: Town Comptroller or emailed to: agermano@northgreenbush.org.