

Town of Parma
Job Notice
Part-time Court Officer-Attendant

The Town of Parma Justice Court is accepting applications for a part-time Court Officer Attendant. Duties include work in a courthouse setting; being responsible for security screening of persons entering the courthouse and maintaining a secure environment throughout the facility. Successful candidates need to be able to interact with the general public, provide information, direction, and assistance to the public, perform clerical and/or administrative functions, be able to stand for the majority of the work period and be able to lift up to 50 lbs. The ideal candidate will need the ability to successfully complete the application process.

This job application and a complete job description are available online at www.parmany.org. Applications will be accepted until the position is filled and should be submitted in a sealed envelope to the Parma Town Clerk, at 1300 Hilton Parma Corners Road, P.O. Box 728, Hilton, NY 14468. Any questions please call 392-9461. The Town of Parma is an Equal Opportunity Employer