

**TOWN OF PARMA JUSTICE COURT
SEEKS APPLICATIONS FOR PART TIME OFFICE CLERK IV**

Part time position of Office Clerk IV to the Town Justices and Court Clerk. This is an appointed position, which involves assisting the full-time Court Clerk preparing for court sessions and other administrative tasks, and recording and processing information. This is a high-energy position in an often busy environment. Some post high school education preferred. The position requires:

- Strong telephonic, written and personal communication skills to the public and to a variety of public agencies;
- Some knowledge of the legal system, the criminal justice system and legal terms;
- Computer and internet skills;
- Ability to read and understand statutes, court rules, administrative orders and other laws is preferred;
- Strong organizational skills;
- The ability to manage and keep accurate records;
- The ability to manage and reconcile bank accounts to a high degree of accuracy;
- Work well with people and legal professionals and function as a team member;
- Evening hours when Court is in session;
- Knowledge of Court Room Program (SEI) is preferred, but not required;
- Knowledge of DMV/TSLED/E-Tickets is preferred, but not required;
- Ability to handle sensitive information discretely and confidentially; and
- Ability to be fingerprinted, pass high-level background/security clearances, and be bonded.

No phone calls, faxes, or emails. Applications are available from the Town Clerk's office in person or by calling 392-9461; or you can print the application from the Town website at <http://www.parmany.org/personnel.php>. Submit your application, resume and a letter of interest and qualification, clearly marked "Personal and Confidential," to Town Clerk, Town of Parma, P. O. Box 72, 1300 Hilton-Parma Road, Hilton, New York 14468 on or before October 30, 2015.