

CLERK TO TOWN JUSTICE

1 Part-Time Position

GROVELAND TOWN COURT is seeking a part-time candidate to work up to 15 hours per week and fill in for vacations, sick leave, etc. Hours are daytime Monday through Friday, with two mandatory court nights per month.

Candidates must maintain confidentiality of records and information, be detail oriented, ability to work independently; possess good clerical, computer, phone and communication skills.

COURT OR LEGAL EXPERIENCE A PLUS.

PLEASE MAIL RESUME TO: Groveland Town Clerk, 4955 Aten Road, Groveland, New York 14462 by close of business Friday May 11, 2018.