

Position: Part Time Clerk

**Position Information:**

Date Posted: 11/13/17,

Company/Organization Name:	Town of Poughkeepsie Justice Court		
Location:	17 Tucker Drive, Poughkeepsie , NY 12603		
Company/Organization Profile & Size: (include website)	Justice Court		
Industry:	Judicial		
Position Title:	Part time clerk		
Position Description/ Responsibilities: (include where job is located)	Job is located at the Town of Poughkeepsie Court. 17 Tucker Drive, Poughkeepsie, NY		
Qualifications/ Required and/or Preferred Skills:	Part time clerk working in Office and Court. Job description includes: <ul style="list-style-type: none"> <li>• Assistance with inquiries regarding matters in the Court.</li> <li>• Handling telephones,</li> <li>• entering data,</li> <li>• strong computer skills for data entry as well as</li> <li>• ability to handle money for fines and filing fees.</li> </ul>		
Position Type:	<input checked="" type="checkbox"/>	Part-time	<input type="checkbox"/> Full-time
Salary:	To be determined	Hourly	\$ Annually

**How to Apply:**

E-mail: bball@townofpoughkeepsie-ny.gov
Fax: 845-790-4637
U.S. Mail : Town of Poughkeepsie Justice court 17 Tucker Drive, Poughkeepsie, NY 12603
Contact Name & Title: Paul O. Sullivan, T.J. or Barbara Bahl, Clerk
Include: <input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter

**Additional Comments:** The hours needed are 20 hours per week, between 8am and 5pm Monday - Thursday. The Court is flexible based on the individual's school schedule. Individuals that are residents in the Town of Poughkeepsie are preferable but the position is not limited to just Town of Poughkeepsie residents.