

Keene Justice Court

10892 NYS Route 9N
PO Box 89
Keene, New York 12942-0089

Fax: (518)576-9020

Email: HBJordan@NYCourts.gov

POSITION AVAILABLE: JUSTICE COURT CLERK

Location: Keene Justice Court

Time Commitment: 12 hours per week (may be increased, depending on Court needs)

Schedule: To be determined (must be available Monday evenings from 3:30-6pm)

Compensation: \$22/hour.

Work environment: combined office-courtroom in downtown Keene.

Qualifications: Associates' or bachelor's degree; excellent communication and problem-solving skills; ability to interact helpfully with all users of the Court (i.e. justices, defendants, litigants, attorneys, law enforcement, and members of the public); previous office experience; ability to master courtroom procedures and legal concepts; attention to detail with high degree of accuracy; ability to maintain strict confidentiality and secure Court records; expertise in Microsoft Word, Outlook, and Excel and ability to learn the data management software of the Unified Court System.

Prior to starting work, the successful applicant must undergo a criminal background check and fingerprinting.

Please mail or email your resume and cover letter to the address above by October 15, 2022.

The Town of Keene is an equal opportunity employer.