

Johnson Newspaper Corporation

Client:	142140	TOWN OF NEW BALTIMORE	Phone:	(518) 756-7888
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	TOWN HALL BUILDING			HANNACROIX, NY 12087-2109
Ad #	20452868	Requested By: CLERK	Fax:	(518) 756-8880
Sales Rep.:	W312	Scott Parks	Phone:	(315) 782-1000
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Class.:	0435	Professional & Technical		
Start Date:	11/11/2021	End Date:	11/17/2021	Nb. of Inserts: 10
PO #:		Entered By:	SPARKS	
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Total Price:	<input type="text" value="\$195.74"/>			Page 1 of 1

The **Town of New Baltimore** is seeking a **part-time court clerk** who is responsible for maintaining records of a court and to assist the judges with their administrative functions. Specific duties entail: Preparing dockets/calendars of cases to be called and utilizing a variety of computer software and case management systems. Recording payment of court fines and fees. Will be required to answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, and other court-related matters. Prepare and issue orders of the court, including probation orders, protective orders, release documentation, sentencing information, and summonses as well as prepare documents regarding the outcome of court proceedings. Responsibilities will include: searching files and contacting witnesses, attorneys, and litigants, in order to obtain information for the court. Must be able to work independently, as well as have strong communication and interpersonal skills. Legal or prior court clerk experience preferred. Interested applicants may obtain an application from the New Baltimore Town Hall. Submit applications along with resume to New Baltimore Town Court, PO Box 67, Hannacroix, NY 12087.