

## **PART TIME JUSTICE COURT CLERK POSITION**

The Town Court of New Baltimore is seeking to hire a part-time (up to 25 hours per week) court clerk. Duties include but are not limited to: Assisting Town Justices in processing cases from initial filing to final disposition. Excellent computer, organizational, office skills are necessary along with the ability to interact well with the public. Applicant must be a USA citizen. Obtain application and submit application to: Dawn Palmateer Court Clerk, 3809 CR 51, Hannacroix, NY 12087 (518-756-2079, Ext. 5) by March 25, 2014.

By Order of the New Baltimore Town Board

Marjorie B. Loux,

Deputy Town Clerk