

***Waterford Town Court
Justice Court***

65 Broad Street
Waterford, NY 12188
(518)237-6788 fax (518)238-2557

DAVID G. FUSCO
TOWN JUSTICE

DANIEL J. KOPACH
TOWN JUSTICE

The Town of Waterford Court is looking for a part-time court clerk. A court clerk is responsible for maintaining records of a court and to assist the judges with their administrative functions. Specific Duties entail but are not limited to: Assisting the full-time court clerk with preparing dockets/calendars of cases to be called and utilizing a variety of computer software and case-management systems. Will be required to answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, and other court-related matters, including handling payment of court fines and fees.

Training will be provided, although familiarity with court procedures will be helpful. Must have strong communication and inter-personal skills. Time commitment is expected to be 15 hours per week, with schedule to include 2-3 days per week, along with Thursday evenings during court session until 8-9 p.m.

All interested applicants should obtain an employment application from the Town Supervisor's office located on the second floor of Town Hall on 65 Broad Street, Waterford, and submit completed application, along with resume, by Friday, July 8, 2022 to: Waterford Town Court, 65 Broad Street, Waterford, NY 12188.