

**TOWN OF SENNETT
JUSTICE COURT**

County of Cayuga • State of New York
6931 Cherry Street Road
Auburn, NY 13021
(315) 253-3712 ext. 4

PART-TIME COURT CLERK / TOWN COURT

The Town of Sennett is looking to fill a part-time position in the Town Court. Monday-Friday, 20 hours a week.

Job Duties

- Answering phone and assisting with questions
- Processing mail
- Receiving Payments and assisting at the Service Window
- Adjourning Traffic Cases and sending letters
- Receiving, filing and imputing Civil Cases
- Assisting the Clerks to the Justice with various tasks
- Other general clerical tasks

Requirements

- Accuracy, attention to detail and able to multi-task
- Excellent people skills in person and on the phone

Please submit your inquiries, resumes, and qualifications to: townclerk@sennettny.org.