

Village of Chester

Justice Court

47 Main Street

Chester, NY 10918

845-469-8584

Hon. L. Fred VanDerMeulen

Village Justice

Hon. Stephen Hunter

Acting Village Justice

Job Opportunity Announcement

Position: Temporary Clerk to the Justice

Classification: Noncompetitive

Office Hours: M-F 9 am to 5 pm

Hourly Rate: \$22-\$25 depending on experience

Bilingual (English/Spanish) is highly desirable

The Village of Chester Court is seeking a qualified and detail-oriented individual to serve as a temporary full-time Clerk to the Justice. This position works under the supervision of the Court Clerk and assists in all administrative and clerical functions of the court. The temporary Clerk to the Justice may assume full responsibility in the absence of the Court Clerk.

This position requires standard office hours of Monday through Friday, 9:00 am – 5:00 pm, along with mandatory attendance at court sessions 1st and 3rd Thursdays of the month for criminal matters and 4th Mondays of the month for traffic matters.

Responsibilities include, but are not limited to:

Managing all court communications (mail, fax, email, phone calls, and messages)

Processing incoming/outgoing mail and responding to inquiries (via phone, email, mail, and in person)

Accepting and applying payments, issuing receipts, and maintaining financial records

Updating cases with notes and outcomes

Maintaining communication with the public, attorneys, law enforcement, probation, District Attorney, Legal Aid, and other relevant agencies.

Assisting with courtroom operations, including notices, warrants, and compliance reports.

Purchasing office and courtroom supplies

Making bank deposits and assisting with monthly and annual reports, audits, and other administrative duties.

Using specialized court software systems (SEI, DMV, CDR, eJustice, WEBDVS, TSLED, T2 Safety)

Qualifications:

High school or a high school equivalency diploma

Qualified candidates must maintain complete confidentiality and professionalism; be detail-oriented; maintain a high level of accuracy and possess interpersonal skills

Good knowledge of office terminology, procedures, and equipment; ability to understand and follow detailed oral and written instructions

All interested parties should submit a resume and Orange County application for employment. The application can be found at the Orange County website under Human Resources. (www.orangecountygov.com) They can be sent to chestervillagecourt@nycourts.gov or returned by mail or in person to 47 Main St. Chester N.Y. 10918