

JOB POSTING  
CLERK TO TOWN JUSTICE  
HALFMOON JUSTICE COURT

- Full time position, 40 hour work week, evening hours required.
- Main clerk for Town Justice; extensive clerical duties (i.e. preparing court dockets, scheduling court sessions, Orders of Protection, etc.)
- Effective communication skills are necessary, both verbal and written.
- Technology proficient is a must (Office Word, running software programs, databases, etc.)
- Ability to multi-task
- Responsible for prioritizing office duties and responsibilities amongst staff
- Reports directly to Town Justice

Town of Halfmoon residency preferred. Anticipated start date August 1, 2015 upon approval from Town Board

Please send resume by May 29, 2015:

Town of Halfmoon  
Finance Office  
2 Halfmoon Town Plaza  
Halfmoon, NY 12065