

Cambria Justice Court Clerk – Part Time Position

Clerks to the Justice are supervised by the Judges who preside over said courts on a part-time basis. They serve in a confidential capacity and are responsible for managing court operations where civil, criminal, and traffic cases are processed. This is a responsible position that requires the exercise of independent judgement in the application of prescribed procedures and handling administration of justice clerical tasks.

Primary Responsibilities:

- Maintain confidentiality of court records and information.
- Prepare court calendar and schedules cases.
- Collect monies, reconciles daily receipts, deposit records, prepares reports for monthly disbursements, reconciles bank accounts and prepares administrative reports.
- Responds to inquiries from other courts, government agencies, and attorneys concerning court procedures.
- Prepares orders, summons, warrants and other required court forms.
- Composes 90% of letters and responses to written inquiries for Judge's signature.
- Assist the Justice at the bench during Court proceedings.
- Prepares all data entry duties for all traffic infractions, criminal and civil matters handled by the court.
- Reports case information to the Department of Motor Vehicles, State Comptroller, Probation, and Supreme and County Courts.

** The above responsibilities are intended to describe the general nature and level of work being performed by persons assigned to this position. This does not include all job duties performed.

Requirements:

- High school diploma or equivalent qualification.
- Computer literate and experienced.
- Superior organizational and multitasking abilities.
- Outstanding communication and interpersonal skills.
- Able to work 10-12 hours per week as well as Tuesday evenings.
- Able to pass a back ground check and be fingerprinted.

Compensation: \$24.10 / hour

Cover letters, resumes and references may be sent to: Cambria Justice Court, 4160 Upper Mountain Rd. Sanborn NY 14131 by February 6, 2026.