

## Court Clerk Part Time (maximum 30 hrs./week)

Town of Lysander Justice Court | Lysander, NY

Court Clerk for the Town of Lysander Justice Court. Individual must be organized, detailed oriented, able to multitask and dependable. Duties include general office duties, maintain records, daily receipts, and prepare court calendars. The position is part time (9:00am to 2:00pm M,T,W,F with court nights on Tuesday at 7:00pm) Salary based on experience.

Please send resume and contact information to:

[lysandertowncourt@nycourts.gov](mailto:lysandertowncourt@nycourts.gov)

(with subject heading: "clerk position")

-or-

Town of Lysander Justice Court

Atten: Judge Mantione

8220 Loop Road

Baldwinsville, NY 13027

All resumes and contact information must be received by the Justice Court no later than Friday, September 2, at 2:00pm for consideration.