

TOWN OF MOREAU
NEW YORK

351 REYNOLDS ROAD • MOREAU, NY

**TOWN OF MOREAU JUSTICE COURT
PART TIME COURT CLERK**

SALARY: \$11.00-\$12.00 HOURLY PART TIME

The Moreau Town Court currently has an opening for a Part Time Court Clerk position. This position involves working directly with the public, answering phones, taking payments, processing mail and working directly with the Town Justice.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a New York State equivalency diploma. Preference given to Town of Moreau residents. Professional appearance required. Must be age 18 or over. Must be able to pass background check. May be subject to drug screening.

SUBMIT RESUME AND APPLICATION TO:

Moreau Town Court
351 Reynolds Rd.
Moreau, NY 12828
Attn: Jen Miller

APPLICATIONS ACCEPTED UNTIL JUNE 18, 2017.
NO PHONE CALL APPLICANTS PLEASE.

“An Equal Opportunity Employer with an Affirmative Action Program”

Ad date: 05/16/2018