

JOB POSTING

OCTOBER 19, 2026

The Town of Clifton Park is looking to hire a Court Clerk in a non-union, exempt, full-time, Grade 5, Step 1 position. The current annual salary is \$57,916. Preference will be given to candidates residing in Clifton Park and/or who have prior court clerk experience. The position reports to the Chief Court Clerk and the Town Justices.

HOURS:

Monday, Tuesday, Thursday and Friday – 9:00 AM – 5:00 PM.

Wednesday-- 10:30 AM to 6:00 PM.

Hours are subject to change.

JOB DUTIES:

Under the supervision of the Chief Court Clerk and Town Justice, the individual will perform a variety of clerical tasks in the Town Court including but not limited to the following:

1. Prepares arrest and bench warrants, criminal summonses, certificates of conviction, securing orders, orders of protection, small claims and similar materials.
2. Attends court sessions.
3. Collects fines and fees and issues receipts and checks.
4. Imports criminal and traffic tickets.
5. Maintains clerical and accounting records.
6. Acts as receptionist, taking messages, directing callers to the proper person or agency, providing routine information and explaining court procedures to the public.
7. Monitors and responds to emails, correspondence and faxes received by the court.
8. Prepares routine correspondence.
9. Maintains a variety of court records and files.
10. Treats the public and parties who appear with courtesy and respect and protects the confidentiality of certain cases.
11. Performs tasks in a timely function.

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited college with an Associate's Degree in Secretarial Science,

Office Administration and Technology, Administrative Assistant Science or a related field
OR a high school degree or equivalent diploma with two years of clerical experience and contact with the public.

2. Ability to work on a computer.
3. A basic knowledge of Word and similar programs.
4. Ability to communicate with the public in English.
5. A basic knowledge of mathematics and accounting.
6. Ability to follow and carry out oral and written directions.

Individuals interested in the position should send a letter of interest and resume to Chief Court Clerk Connie Brown at CBrown2@nycourts.gov or 5 Municipal Plaza, Clifton Park, NY 12065. A copy should also be sent to Judge Robert A. Rybak at rrybak@nycourts.gov or 5 Municipal Plaza, Clifton Park, NY 12065.