

**COUNTY OF GREENE  
TOWN OF NEW BALTIMORE  
3809 COUNTY ROUTE 51  
HANNACROIX, NY 12087**

TO: The Daily Mail

FROM: Barbara Finke, Town Clerk  
Marjorie Loux, Deputy Town Clerk  
Diane Jordan, Deputy Town Clerk

FAX:

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DATE: July 23, 2019

Please place the following advertisements in *The Daily Mail* daily for one week. Please provide draft and cost estimate for approval. Thank you.

The Town of New Baltimore is seeking a part-time Court Clerk for 20-25 hours a week. A Court Clerk is responsible for maintaining records of a Court and to assist the Judges with their administrative functions. Specific duties entail: Preparing dockets/calendars of cases to be called and utilizing a variety of computer software and case management systems. Recording payment of court fines and fees. Will be required to answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, and other court related matters. Prepare and issue orders of the Court including probation orders, protective orders, release documentation, sentencing information, and summonses as well as prepare documents regarding the outcome of Court proceedings. Responsibilities will include: searching files and contacting witnesses, attorneys, and litigants, in order to obtain information for the Court. Must be able to work independently, as well as have strong communications and inter-personal skills. Legal or prior court clerk experience preferred. Interested applicants may obtain an application from the New Baltimore Town Hall. Submit application along with resume by 8/27/19 to New Baltimore Town Court, P.O. Box 67, Hannacroix, NY 12087, Attn: Kimberly Ruby