



## **Vacancy Announcement**

### **Clerk to Justice – Town of Union**

#### **Specific responsibilities of the Clerk to Justice:**

The position of Clerk to Justice is part of the Town of Union Court system. The Clerk to Justice is under the general supervision of both Justices (Judges). The position includes the following fields of responsibilities:

1. Enters and files all instruments in local criminal court
2. Keeps records of all convictions and issues reports to proper bureaus
3. Makes monthly reports of all criminal actions to the Office of Court Administration
4. Makes monthly reports to the New York State Department of Audit and Control
5. Answers communications and performs a variety of related legal clerical duties
6. May take minutes of hearings and the evidence at trials
7. Other related work as required

**Expected skills, abilities, and personal characteristics:**

1. Thorough knowledge of office terminology, procedures, and equipment
2. Good knowledge of court procedures and of legal documents
3. Good knowledge of business arithmetic and English
4. Ability to follow complex oral and written directions
5. Ability to prepare correspondence and reports
6. Ability to establish and maintain effective working relationships with others
7. Good address
8. Good judgment
9. Initiative and integrity

**Minimum qualifications:**

1. None

**Terms of employment:**

This is a full time 37.5 hour civil service exempt position with set days and hours. This position would be a confidential clerk to the Honorable Christopher Grace, Town of Union Court.

Salary will be dependent on experience.

**Application procedure:**

Please submit a cover letter, application, and resume, by October 1, 2021 to the following:

Hon. Gregory P. Thomas  
Village of Johnson City Justice  
31 Avenue C Suite 2  
Johnson City, NY 13790  
[gregorythomas@nycourts.gov](mailto:gregorythomas@nycourts.gov)

Hon. Gregory P. Thomas  
Town of Union Justice  
31 Avenue C Suite 3  
Johnson City, NY 13790  
[gregorythomas@nycourts.gov](mailto:gregorythomas@nycourts.gov)