

## **IMMEDIATE OPENING AVAILABLE**

### **VILLAGE COURT CLERK — VILLAGE OF PHOENIX, NY**

The Village of Phoenix is accepting applications for the position of Village Court Clerk.

The Court Clerk provides administrative and clerical support to the Village Justice Court and is responsible for maintaining court records, processing fines and fees, preparing reports and correspondence, scheduling court matters, assisting the public, and performing other duties necessary for the efficient operation of the Village Court.

Previous court, municipal, legal, or office experience is preferred

Familiarity with New York State Unified Court System procedures is a plus. The successful candidate must be dependable, detail-oriented, professional, and capable of working independently in a confidential environment.

Position: Village Court Clerk

Location: Village of Phoenix, New York

Compensation: Hourly rate \$20-\$25 based upon experience and qualifications. Hours per week fluctuate between 10 and 25 hours.

Interested applicants should submit a resume and letter of interest to the Village of Phoenix for consideration by email [bborchik@villageofphoenix-ny.gov](mailto:bborchik@villageofphoenix-ny.gov) or mail to Village of Phoenix, 455 Main Street, Phoenix, NY 13135 attn.: Mayor B. Borchik. Resume must be submitted by August 31, 2026.

The Village of Phoenix is an Equal Opportunity Employer.