

**INC. VILLAGE OF NORTHPORT
224 Main Street
Northport, NY 11768
Phone (631) 261-7502**

FULL-TIME DEPUTY COURT CLERK POSITION

Northport Village Court seeks full-time Clerical Assistant
Law office/Paralegal experience a must
Salary \$50,000.00 plus benefits

Knowledge of court proceedings with some knowledge of VTL statutes and laws governing the practices and procedures of the court.

Knowledge of court computer applications, such as SEI Court Program, TSLED, DMV and FBS parking program.

Duties include: processing parking & VTL tickets & payments, scheduling court hearings, preparing court calendars, assisting in preparing the NYS reports.

Good communication skills, writing skills, and the ability to interact with the public is a must.

Completed applications/resumes can be uploaded to the Village's website (www.northportny.gov), emailed to: g.cavagnaro@northportny.gov, or dropped off at Northport Village Hall, 224 Main Street, Northport, NY.

Inc. Village of Northport is an equal opportunity employer

Village of Northport
January 25, 2024

Georgina Cavagnaro
Village Clerk