

TOWN OF BRUNSWICK
COURT CLERK

The Town of Brunswick is seeking a part-time Court Clerk, with the potential to become a full-time position.

Salary: **To be determined based on experience.**

Essential Duties Include:

Prepare and maintain court calendars and schedule proceedings.

Process fines, fees, tickets, and court documents.

Maintain accurate court, case, and financial records.

Prepare required reports and submit information to appropriate agencies.

Assist the Judge during court proceedings.

Assist attorneys, law enforcement, litigants, and the public with court-related matters.

Perform data entry, filing, correspondence, and general clerical duties.

Maintain confidentiality and professionalism at all times.

Interested applicants should send a resume by September 16, 2026 to:

Janice Cellucci

jcellucci@nycourts.gov