

Village of Clifton Springs Employment Opportunities

The Village of Clifton Springs is seeking applicants to fill the following position:

One part time (varies 2-5 hours per week) position of Clerk, Part-Time working as Court Clerk. Must also work once a month on a Tuesday night when court is held. Must possess excellent organizational skills, able to multi -task, computer knowledge necessary, public service skills, and have the ability to work independently. Court Clerk experience preferred but not required. Pay dependent on experience and ability. Applicant must have a High School Diploma.

Interested applicants can apply online at the Ontario County Human Resources Portal, <https://ontario-portal.mycivilservice.com/jobopps>, Village of Clifton Springs- Clerk, Part-Time. The successful applicant must be approved for appointment by Ontario County Human Resources. Applications will be accepted until July 29, 2022.