

Village of



Mamaroneck

OFFICE OF
KATHLEEN GILL
VILLAGE MANAGER

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Court Cashier – Full Time

The Village of Mamaroneck Justice Court is seeking an experienced individual for the full-time position of Court Cashier. The Court Cashier will work under the direction of the Chief Court Clerk and the two Village Justices.

General duties of the position of Court Cashier include a wide variety of clerical tasks. These tasks include, but are not limited to:

Under supervision, preparation and maintenance of routine court records, including forms and reports, and clerical work related to cash and financial transactions and maintaining simple records thereof. The Court Cashier is required to collect fees from the public, issue receipts, process payments and maintain financial records. Work involves public contact with attorneys and the general public to whom the local court procedures are explained. Work is performed manually and/or through the use of automated office equipment. Supervision of subordinates and/or part-time staff may also be a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only):

Collection of fees for fines, licenses or permits issued, bail or documents filed and issuance of receipts;
Processing of payments in various forms, i.e. cash, credit, money orders, electronic payments and transfers;
Handling court mail and correspondence;
Entering information from court filings into the court's records (Motor Vehicle, Civil, Criminal, Code, etc.), either manually and/or using office computer equipment;
Preparation of record of daily cash reports for review by supervisor;
Maintaining files and records related to cash receipts and financial transactions either manually or through use of computer software;
Maintaining files for pending license or permit applications;
Answering routine questions from the public in person, by telephone or via email;
Preparing and sending correspondence related to payment of fines, licenses or permits issued, bail, etc;
Preparing bank deposits;
Using computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern office practices, procedures, terminology and equipment as they relate to cashiering and the maintenance of financial records; good knowledge of the handling, recording and depositing of monies; good knowledge of arithmetic and record keeping; skill in making arithmetical computations; ability to carry on routine, repetitious work with a high degree of accuracy; ability to make change rapidly and accurately; ability to understand and carry out oral and written instructions; ability to deal effectively with the public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; thoroughness; good judgment; discretion, initiative; integrity; accuracy; courtesy; tact; reliability; honesty; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience which involved regular contact with the public, whether by in person or electronically, document and record management, collecting fees and issuing receipts.

The selected candidate will be hired on a provisional basis and will be required to pass the Westchester County civil service test required for this job title when that test is next offered. Salary range is \$45,000 - \$51,000.

If you are interested and qualified, you are invited to submit a cover letter and resume attention:

Bonnie Casterella
Chief Court Clerk
169 Mt. Pleasant Avenue
Mamaroneck, NY 10543
Fax Number: (914) 777-7758
E-mail is bcasterella@nycourts.gov

The annual salary range is \$47,000 - \$51,000, with health, life insurance, dental and eyeglass and other benefits. The deadline for submissions is noon on Friday, September 26, 2025.

The Village of Mamaroneck is an Equal Opportunity Employer and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Village shall be afforded equal employment opportunity in initial employment and consideration for advancement.

cc: Bulletin Boards; CSEA Unit President; Public Works Department; Parks Department; Recreation Department; Harbors Master; Department Heads