

**HELP WANTED
TOWN OF NEWSTEAD
COURT CLERK**

The Town of Newstead is seeking a qualified professional with municipal court experience, a legal background or comparable experience for the position of Court Clerk for the Town Justices. The position is full-time and includes attending court sessions held on Wednesday evenings. Work involves serving the Justices in a confidential capacity, administering various non-judicial activities related to court proceedings, managing court operations where civil, criminal and traffic cases are processed and exercising independent judgement in the administration of justice clerical tasks. The pay range for this position is \$20/hour to \$25/hour.

Applications are available on the town website at www.erie.gov/newstead or can be picked up at the Town Hall. Interested individuals may submit an application and resume no later than November 12, 2026 to:

Town of Newstead
Attn: Town Clerk
5 Clarence Center Rd
PO Box 227
Akron, NY 14001

The Town of Newstead is an Equal Opportunity Provider & Employer. Complaints of discrimination should be sent to: USDA Director, Office of Civil Rights, Washington DC 20250-9410