

## **ASSISTANT CLERK POSITION**

The Northern Fairfield County Probate Court is seeking applicants for the position of Assistant Clerk.

The successful candidate will be responsible for the timely processing and management of probate petitions and filings, responding to inquiries from court users, assisting the general public who come into the court with questions and other duties as required to assure the smooth operation of the court.

Strong interpersonal communication skills, organizational skills and attention to detail are a must.

Interested applicants may submit a resume by email to [jbuckle@ctprobate.gov](mailto:jbuckle@ctprobate.gov) or mail to Jacqueline Buckle, Chief Clerk, Northern Fairfield County Probate Court, 1 School Street, Bethel, CT 06801

Thank you.