

WINDSOR TOWN COURT

Hon. Richard R. Blythe, Windsor Town Justice
124 Main Street, Room 5, Windsor, New York 13865
Phone (607) 655-1973
Fax (607) 655-4106

SEPTEMBER 12, 2023

HON. MARK ODELL, SUPERVISOR
TOWN OF WINDSOR

DEAR SUPERVISOR ODELL:

AS YOU ARE AWARE THE POSITION OF COURT CLERK ASSIGNED TO THE OTHER JUDGE BECAME VACANT WITH THE RETIREMENT OF MRS STAPLETON

THIS IS AN IMPORTANT COURT SUPPORT POSITION HANDLING, TICKETS, FINES, COURT NOTICES, AND NUMEROUS PHONE CALLS. CONTINUAL DATA ENTRY IS A MAJOR PORTION OF THE PERSON'S RESPONSIBILITIES. (SEE ATTACHED)

FOLLOWING AN INITIAL CLASS, 12 HOURS OF CONTINUING EDUCATION IS REQUIRED EACH YEAR.

WE HAVE ADVERTISED FOR THIS POSITION AND INTERVIEWED 5 POTENTIAL APPLICANTS AND I AM PLEASED TO RECOMMEND BRITTANY ANN FINKLE; 250 VINEGAR HILL ROAD; WINDSOR, NY 13865 FOR APPOINTMENT TO THIS POSITION; WITH A START DATE OF OCTOBER 2, 2023.

I WOULD LIKE TO TAKE A MOMENT TO THANK YOU AND YOUR SECRETARY; THE TOWN BOARD AND THE TOWN CLERK FOR YOUR SUPPORT AND ASSISTANCE DURING THIS STRESSFUL TRANSITION.

RESPECTFULLY,



RICHARD R BLYTHE, TOWN JUSTICE

ENCL

CC W/ENCL: JUSTICE DADAMIO