

# Municipal Court Career Opportunity

**MUNICIPALITY:** Seaside Park Borough  
**VICINAGE:** Ocean  
**POSITION TITLE:** Clerical Support – Summer Help  
**POSTING DATE:** March 22, 2019  
**DEADLINE DATE:** April 12, 2019  
**SALARY RANGE:** \$13.00 per hour – up to 30 hours per week

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Seaside Park Municipal Court is seeking an experienced individual for this position to work in the court offices performing data entry, cashier work, heavy telephone customer interactions, and other clerical support work as required. Candidates must comply with the Code of Conduct of Judiciary Employees. Candidates must be willing to attend Principles of Municipal Court Administration classes.

**\*\*THURSDAY OFFICE HOURS A MUST\*\***

Please email resume to:

**Kathy Smith, Court Administrator at**  
[Kathy.Smith@njcourts.gov](mailto:Kathy.Smith@njcourts.gov)

The Borough of Seaside Park is an Equal Opportunity Employer.

**\*\* NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is **not** a State job posting.