

MUNICIPAL COURT CAREER OPPORTUNITY

Municipality: Seaside Park Borough Municipal Court
Vicinage: Ocean County
Position Title: Violations Clerk – F/T Seasonal
Posting Date: February 27, 2018
Deadline Date: March 20, 2018
Salary: Commensurate with Experience

POSITION DESCRIPTION AND REQUIREMENTS

The Seaside Park Municipal Court is seeking a qualified, motivated, and organized violations clerk with good writing and communication skills to work under the general direction of the Municipal Court Administrator. Candidate should have a strong working knowledge of ATS/ACS systems, MACS, PageCenter and have excellent customer service skills. Experience in case flow management and other computer applications are a plus.

Responsibilities include, but are not limited to: ticket entry, answering telephone and walk-in inquiries; processing payments; maintaining files and records for accuracy; proper case scheduling; processing attorney correspondence; daily reconciliations; performs related duties as required. Candidates must comply with the Code of Conduct of Judiciary Employees and be willing to attend Principles of Municipal Court Administration classes.

Please email cover letter, resume and salary requirements to the attention of:

Kathy Smith, Court Administrator at
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.