

Municipal Court Career Opportunity

MUNICIPALITY: Borough of Garwood
VICINAGE: Union
POSITION TITLE: Part-Time Violations Clerk
POSTING DATE: April 25, 2016
DEADLINE DATE: May 12, 2016
SALARY RANGE: \$14 - \$16 per hour

POSITION DESCRIPTION AND REQUIREMENTS

The Garwood Municipal Court is seeking a qualified individual with some experience and knowledge of ATS/ACS/MACS systems to fill the position of Part-Time Violations Clerk. The candidate must be self-motivated, detail oriented with professional customer service, communication and writing skills.

Responsibilities include, but are not limited to: data entry, filing, scheduling, payment processing, answering queries and providing information to the public, defendants and attorneys, monitoring job related reports, comply with New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of Municipal Courts. Must be available to work alternate Monday day and night court sessions.

Please send resume directly to :
Lashonn Durant, Court Administrator
Garwood Municipal Court
403 South Avenue
Garwood, NJ 07027

No Phone Calls Please

The Borough of Garwood 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.