

Municipal Court Career Opportunity

MUNICIPALITY: Mantua Joint Municipal Court (Gloucester County)
VICINAGE: Cumberland, Gloucester and Salem Counties
POSITION TITLE: Court Clerical
POSTING DATE: April 21, 2016
DEADLINE DATE: May 2, 2016
SALARY: \$13.80 per hour

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Mantua is seeking a qualified, motivated candidate, to perform detailed municipal court clerical work, working under the general direction of the Municipal Court Administrator, Deputy Court Administrator and Municipal Court Judge in the joint municipal court. The successful candidate should have work experience that demonstrates excellent communication skills and the ability to provide superior customer service while maintaining files and records with accuracy.

Candidate should be detailed oriented and must have strong customer service and money handling skills. Experience and knowledge of the Municipal Court is preferred but not required. This position is a part time 20-25 hour a week employee. Court sessions are held on Mondays at 9:00 a.m. and 1:30 p.m.

Send resume and cover letter by May 2, 2016 to:

Ms. Jennica Bileci, Township Administrator
Mantua Township
401 Main Street
Mantua, NJ 08051

Or by email to jbileci@mantuatownship.com

The Township of Mantua 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.