

REPOST: Candidates who submitted applications previously need not reapply. Your application/ résumé will be included with this pool of applicants.

Municipal Court Career Opportunity

MUNICIPALITY: Township of Hanover
VICINAGE: Morris and Sussex
POSITION TITLE: Part time Violations Clerk
POSTING DATE: June 1, 2016
DEADLINE DATE: June 21, 2016
SALARY RANGE: \$14.83/hr. – \$ 27.11/hr.

POSITION DESCRIPTION AND REQUIREMENTS

Township of Hanover is seeking a qualified Violations Clerk to work in the shared courts of Townships Hanover and East Hanover. Candidate must be courteous and able to deal effectively and efficiently with the public. In addition, candidates must be available to work Monday night court and be flexible with hours. Applicants should be detail oriented and have a strong customer service, communications and telephone skills for a busy office. ATS/ACS/MACS experience required. Responsibilities include, but are not limited to ticket entry, answering telephones and walk-in inquiries; maintenance of files for accuracy, and perform related duties as required. No fringe benefits. EOE/ADA.

Court Office Hours: 8:30 am to 4:30 pm, Monday – Friday. Court sessions, Monday, 5:00 pm and Thursday. 10:00 am. The Violations Clerk will be required to work the Monday evening court session.

To obtain an application, proceed to www.hanovertownship.com and upload the application from the “Employment Opportunities” and Application” link. Please forward the completed application, cover letter and resume to:

Department of Administration
Township of Hanover
P.O. Box 250
Whippany, NJ 07981
Attention: Joan Johnston

The Township of Hanover s 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.