

# **Municipal Court Career Opportunity**

**MUNICIPALITY:** Union Beach  
**VICINAGE:** Monmouth  
**POSITION TITLE:** Part-Time Violations Clerk  
**POSTING DATE:** April 12, 2016  
**DEADLINE DATE:** April 22, 2016  
**SALARY RANGE:** \$12.00 - \$15.00 hr. (Approximately 20 hours a week)

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Municipal Court of Union Beach in Monmouth County is seeking a qualified individual who is detailed oriented and has strong customer service, communication and telephone skills for a busy court office. Responsibilities include, but are not limited to, data entry, customer service, filing, scheduling and recording payments. Applicant must be able to work under pressure and be comfortable being in front of a courtroom. All staff are cross-trained and have court responsibilities. Applicant must be able to work Wednesday evenings. Applicant must be willing to attend POMCA classes when required.

Please submit cover letter and resume to:

Union Beach Municipal Court  
650 Poole Avenue  
Union Beach NJ 07735  
ATTN: Kate Chieffo, Court Administrator

Or email: [kate.chieffo@njcourts.gov](mailto:kate.chieffo@njcourts.gov)

## **NO PHONE CALLS PLEASE**

Union Beach Borough 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.