

MUNICIPAL COURT CAREER OPPORTUNITY

Municipality: Beach Haven Borough
Vicinage: Ocean County
Position Title: Part Time Violations Clerk
Posting Date: August 18, 2021
Deadline Date: September 1, 2021
Salary: \$17 per hour – 21 hours a week

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Beach Haven is seeking a qualified, motivated, self-starter, to perform detailed municipal court clerical work, under the general direction of the Municipal Court Administrator. Candidate must have excellent customer service skills and be willing to participate in “Principals of Municipal Court Administration” training classes. Responsibilities include but are not limited to answering telephone and walk-in inquiries from the public, attorneys, and litigants, maintain and file court documents; receive payments of fines, attend court session and perform other related duties as necessary.

Comply with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Employees are subject to pre-employment screening.

Please email cover letter and resume to the attention of:

Beach Haven Borough Administrator, Sherry Mason
smason@beachhaven-nj.gov

The Borough of Beach Haven 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.