

# Municipal Court Career Opportunity

**MUNICIPALITY:** Dunellen Boro  
**VICINAGE:** Middlesex Vicinage  
**POSITION TITLE:** Violations Clerk  
Full Time  
**POSTING DATE:** August 5, 2021  
**DEADLINE DATE:** August 19, 2021  
**SALARY RANGE:** \$35,000 - \$40,000

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## POSITION DESCRIPTION AND REQUIREMENTS

The Dunellen Boro Municipal Court is seeking to hire a qualified, motivated self-starter to perform duties related to the position of Violations Clerk. Responsibilities include, but are not limited to, answering requests via email, telephone and in-person, regarding municipal court-related matters. Candidate will perform data entry, maintain accurate records, filing, scheduling appearances, accepting payments, monitoring the sound recorder and maintaining log notes during court sessions, and all other related duties as required for our office in accordance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies governing the operation of the Municipal Courts. Applicants should be detail-oriented, have strong customer service and computer skills, experience in handling cash, knowledge of ATS/ACS, Microsoft Word and Excel.

Successful completion of POMCA classes and experience with moderating and scheduling virtual court hearing via Zoom preferred.

Please submit cover letter, current résumé and salary requirements to:

Theresa M Crisafulli, CMCA  
The Dunellen Boro Municipal Court  
355 North Avenue  
Dunellen, NJ 08812  
Fax: (732) 968-3576  
E-mail: [Theresa.crisafulli@njcourts.gov](mailto:Theresa.crisafulli@njcourts.gov)

The Municipal Court of Dunellen Boro 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.