

Municipal Court Career Opportunity

MUNICIPALITY: Englishtown Municipal Court
VICINAGE: Monmouth
POSITION TITLE: Part-Time Violations Clerk
POSTING DATE: October 6, 2021
DEADLINE DATE: October 29, 2021
SALARY RANGE: Commensurate with experience

POSITION DESCRIPTION AND REQUIREMENTS

The Municipal Court of Englishtown is seeking to hire a part-time Violations Clerk. Under the direction of the Municipal Court Judge and Court Administrator, the Violations Clerk will perform daily functions of the Municipal Court as assigned. Candidate must be courteous and able to deal effectively with the public. Applicants should be detail oriented and have strong customer service, communication and telephone skills.

Responsibilities include, but are not limited to ticket entry, answering phones and walk-in inquiries, payment processing, filing, scheduling cases, processing attorney correspondence and maintenance of files for accuracy and efficiency. Perform related duties as required. Knowledge of ATS/ACS preferred but not required.

Please submit cover letter and resume to:

Englishtown Municipal Court
15 Main Street
Englishtown, NJ 07726
ATTN: Lisa Langlois, Court Administrator

NO PHONE CALLS PLEASE

Englishtown 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.