

# Municipal Court Career Opportunity

**MUNICIPALITY:** Flemington Borough  
**VICINAGE:** Somerset/Hunterdon/Warren Vicinage  
**POSITION TITLE:** Full-time Violations Clerk  
**POSTING DATE:** August 23rd, 2021  
**DEADLINE DATE:** September 13<sup>th</sup>, 2021  
**SALARY RANGE:** \$30,000- \$40,000 annually

---

## POSITION DESCRIPTION AND REQUIREMENTS

The Flemington Borough Municipal Court, County of Hunterdon, State of New Jersey seeks a Violations Clerk for full time employment. Position will commence in early October. Compensation will be commensurate with qualifications and experience. Compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Court in this vicinage is required.

Experience in court administration, case flow management, working knowledge of ATS/ACS systems preferred. Must possess the ability to work with the general public, staff and professionals and to perform related duties as required.

### Experience

One (1) year of experience in work related to the operation of a court, law enforcement agency, law office or government agency, including the preparation and/or processing of legal documents.

Please submit cover letter and current resume by September 10<sup>th</sup>, 2021 to:

Olivia Barrick, MCA  
Flemington Borough Municipal Court  
2 Municipal Drive  
Flemington, NJ 08822  
[Olivia.Barrick@njcourts.gov](mailto:Olivia.Barrick@njcourts.gov)

Flemington 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.