

# Municipal Court Career Opportunity

**MUNICIPALITY:** Franklin Township  
**VICINAGE:** Somerset/Hunterdon/Warren Vicinage  
**POSITION TITLE:** Full-time Violations Clerk  
**POSTING DATE:** June 25, 2021  
**DEADLINE DATE:** July 9, 2021  
**SALARY RANGE:** \$34,999.99 - \$50,000.00

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Franklin Township/Millstone Borough, County of Somerset, State of New Jersey seeks a Violations Clerk for full time employment. 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.

Must possess the ability to work with the general public, staff and professionals and to perform related duties as required. Responsibilities include, but are not limited to answering correspondence, telephone and walk-in inquiries regarding court related matters, data entry, maintaining accurate records, filing, scheduling court appearances, accepting payments.

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 preferred.

ATS/ACS, MACS/PCSAM, PageCenter and virtual platforms experience preferred.

Please submit cover letter and current resume by **July 9, 2021** to:

**Raven Williams, Human Resources Officer**

Franklin Township  
475 DeMott Lane  
Somerset, NJ 08873  
Raven.williams@franklinnj.gov

The Township of Franklin 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.