

# Municipal Court Career Opportunity

**MUNICIPALITY:** TOWNSHIP OF HOWELL  
**VICINAGE:** MONMOUTH  
**POSITION TITLE:** ASSISTANT VIOLATIONS CLERK  
**POSTING DATE:** SEPTEMBER 15, 2021  
**DEADLINE DATE:** OCTOBER 1, 2021  
**SALARY RANGE:** STARTING \$37,415

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Municipal Court of the Twp. of Howell is seeking a qualified individual to perform detailed municipal court clerical work with strong customer service skills. Responsibilities include but are not limited to data entry, maintaining accurate records, filing, scheduling appearances, correspondence, recording payments and related duties as required for a busy court office.

Successful candidates should possess experience in customer service, detail oriented work, handling money and financial transactions. Knowledge of ATS/ACS/MACS is preferred. Applicant must be able to work under pressure and be comfortable being in front of a court room. All staff are cross-trained and have court responsibilities. Applicant must be willing to attend POMCA/Training classes when required.

Please submit cover letter and current resume to:

Tracey Sorrentino, Court Administrator  
Howell Township Municipal Court  
300 Old Tavern Road  
Howell, NJ 07731  
tracey.sorrentino@njcourts.gov

The Township of Howell 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.