

Municipal Court Career Opportunity

MUNICIPALITY: LOGAN TOWNSHIP MUNICIPAL COURT

VICINAGE: XV/Gloucester/Salem/Cumberland

POSITION TITLE: VIOLATIONS CLERK

POSTING DATE: AUGUST 24, 2021

DEADLINE DATE: SEPTEMBER 3, 2021

SALARY RANGE: \$17 per hour/19.5 hours per week

POSITION DESCRIPTION AND REQUIREMENTS

The LOGAN TOWNSHIP Municipal Court is seeking to hire a part-time violations clerk. The successful candidate must be available for all court sessions. Sessions are held the 1st, 3rd, and 4th Wednesday of every month. Duties include specialized clerical work involving receipting payments, processing data entry for municipal court tickets and summonses, processing documents in a variety of functions including filing, answering the phones, and providing customer service. Candidate must follow code of conduct. Position will eventually lead to full time.

Please send resume by September 3rd, 2021 to:

Lori.zane@njcourts.gov or:

Lori Zane, CMCA

P.O. Box 314

Bridgeport, NJ 08014

The Logan Township Court 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.