

# Municipal Court Career Opportunity

**MUNICIPALITY:** TOWNSHIP OF MEDFORD  
**VICINAGE:** BURLINGTON  
**POSITION TITLE:** VIOLATIONS CLERK – PART TIME  
18 HOURS PER WEEK  
**POSTING DATE:** SEPTEMBER 8, 2021  
**DEADLINE DATE:** SEPTEMBER 17, 2021  
**SALARY RANGE:** \$14.86 PER HOUR  
NO BENEFITS

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Township of Medford 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, working the court window on court days, and related duties as required. This position is part-time and assistance is needed on: Tuesday, Wednesday and Thursday, but must be able to work more hours and different days when the Court Administrator is out of the office.

Successful candidates should possess experience in customer service, detail-oriented work, handling money and financial transactions. Knowledge of ATS/ACS/MACS is preferred.

Please submit cover letter and current resume to:

Dawn Bielec, HR Coordinator  
Township of Medford  
49 Union Street  
Medford, New Jersey 08055  
Fax No. 609-714-1790  
Email: [dbielec@medfordtownship.com](mailto:dbielec@medfordtownship.com)

The Township of Medford 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.