

# Municipal Court Career Opportunity

**MUNICIPALITY:** Monroe Twp  
**VICINAGE:** Middlesex County

**POSITION TITLE:** Violations Clerk

**POSTING DATE:** June 22, 2021  
**DEADLINE DATE:** July 20, 2021

**SALARY:** Starting \$47,250

---

## POSITION DESCRIPTION AND REQUIREMENTS

The Monroe Township Municipal Court is seeking to hire a qualified, motivated self-starter individual for the position of violations clerk. The successful candidate will work under the direction of the Municipal Court Judge and Municipal Court Administrator. Candidate must have excellent customer service, writing and communication skills.

ATS/ACS, eMACS/PCSAM, Page Center and virtual platforms experience is preferred.

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, providing information to attorneys, defendants and other government agencies. Must comply with the New Jersey Rules of the Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Applicant must be available to work evening courts sessions if necessary.

Please send resume to:

The Honorable George Boyd  
Monroe Twp Municipal Court  
1 Municipal Plaza  
Monroe Township, NJ 08831

**OR**

[Donna.Linke@njcourts.gov](mailto:Donna.Linke@njcourts.gov)

**NO PHONE CALLS PLEASE**

The Township of Monroe 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.