

Municipal Court Career Opportunity

MUNICIPALITY: Newark
VICINAGE: Essex County
POSITION TITLE: Assistant Assignment Clerk
POSTING DATE: September 27, 2021
DEADLINE DATE: October 11, 2021
SALARY: \$43,231.37

POSITION DESCRIPTION AND REQUIREMENTS

Newark Municipal court is seeking to hire an Assistant Assignment Clerk, who will perform a variety of duties related to internal and external customer service ranging from routine to complex clerical, secretarial and administrative work. You will work in a fast paced, high volume environment where your organizational skills and attention to detail will help you handle a wide array of tasks.

To perform this job successfully, you must be able to perform each essential job function as listed below:

- **Customer Service:** satisfy customer needs by providing and delivering professional, helpful high-quality service and assistance. Reading, researching, and routing correspondence.
- **Planning/Organizing:** prioritize and plan work activities using realistic action plans. Coordinate projects that may involve working with multiple levels within the organization.
- **Administrative Support:** directly support the needs of the court. This will also include calendar management.
- **Verbal/Written Communication Skills:** Proofread/review correspondence for accuracy and completion.
- **Technical Skills:** knowledge of technology/office equipment and willingness to learn new information systems and software; proficiency in the use of computer applications and MS Office Suite

Additional Qualifications:

- Two (2) or more years of administrative/office/customer service experience
- Promotes and practices the highest standards of personal and professional conduct
- Ability to work in team environment and independently
- Ability to perform multiple tasks simultaneously, at times working under pressure with competing priorities

The successful candidate will comply with New Jersey Rules of Court, Supreme Court Directives, judiciary Code of Conduct, Newark Employee Handbook and all established policies governing the operation of Municipal Courts.

RESIDENCY REQUIREMENT:

Pursuant to Section 2:14-1 of the Newark Administrative Code, all persons newly hired must be or become a resident of the City of Newark.

Please email resume by October 11, 2021 to:

NewarkMC@ci.newark.nj.us

The City of Newark 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.