

# Municipal Court Career Opportunity

**MUNICIPALITY:** Newark  
**VICINAGE:** Essex County  
**POSITION TITLE:** Cashier  
**POSTING DATE:** September 1, 2021  
**DEADLINE DATE:** September 17, 2020  
**SALARY RANGE:** \$32,950.68 - \$41,692.04

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Newark Municipal Court is seeking to hire two Cashiers. Applicants should be detail-oriented and have strong customer service and communication skills for a high volume office. The successful candidate must possess the ability to work in a team environment and independently and have experience with handling money and financial transactions.

Responsibilities include, but are not limited to: payment processing, receipt and disbursement of money, customer service, data entry, maintaining accurate records, filing and special projects as assigned. Knowledge of ATS/ACS/PCSAM and MACS is preferred. A minimum of one year of experience operating a cash register and/or processing payments is preferred. Bi-lingual is helpful.

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

### **RESIDENCY REQUIREMENT:**

Pursuant to Section 2:14-1 of the Newark Administrative Code, all persons newly hired must be or become a bona fide resident of the City of Newark. Bona fide resident means having a permanent domicile within the City and one which has not been adopted with the intention of again taking up or claiming a previous residence acquired outside the City limits.

Candidates must be able to work either shift of 8:30am – 4:30pm or 11:30am – 7:30pm Monday thru Friday.

Please email resume by September 17, 2020 to:

[NewarkMC@ci.newark.nj.us](mailto: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.