

Municipal Court Career Opportunity

MUNICIPALITY: Newark
VICINAGE: Essex
POSITION TITLE: Violations Clerk
POSTING DATE: September 27, 2021
DEADLINE DATE: October 11, 2021
SALARY: \$49,542.28

POSITION DESCRIPTION AND REQUIREMENTS

The Newark Municipal Court is seeking to hire a Violations Clerk who is motivated, organized, a self-starter with excellent communication, customer service, management, and supervisory skills to work under the general direction of the Municipal Court Director.

Responsibilities include but are not limited to, supervision of court staff, payment processing, receipt and disbursement of money, maintain accurate records, answering questions from the public, employees and clients; preparing, reviewing and monitoring daily, weekly and monthly reports; evaluating reports, draft correspondence and perform related duties as required.

Working knowledge of ATS/ACS, MACS, PCSAM and PageCenter systems are a plus. Candidate must be willing to attend Principles of Municipal Court Administration classes. Court hours are 8:30am to 7pm. Shifts may vary depending on needs of court.

Candidates must be willing to work an evening shift.

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.