

# Municipal Court Career Opportunity

**MUNICIPALITY:** Paramus / Maywood / Oradell Municipal Courts

**VICINAGE:** Bergen Vicinage

**POSITION TITLE:** Senior Office Clerk / Full time- 35 hrs  
(including court sessions)

**SESSIONS:** Monday and Wednesday, 2:30 pm –end of session  
1<sup>st</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Tuesday, 1:00 pm- end of session  
2<sup>nd</sup> & 4<sup>th</sup> Thursday, 3:00 pm- 6:00 pm

**POSTING DATE:** September 1, 2021

**DEADLINE DATE:** September 30, 2021

**SALARY RANGE:** Prevailing Union Rate

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Borough of Paramus / Maywood / Oradell is seeking a qualified, motivated, self starter, to perform detailed municipal court clerical work involving the collection of fees for traffic violations, working under the general direction of the Certified Municipal Court Administrator. Candidate should have considerable experience and knowledge of ATS/ACS systems, sound recording and have excellent customer service skills. Responsibilities include, but are not limited to: answering telephone inquiries from public and walk-in inquiries regarding the Violations Bureau; maintains, classifies, indexes and cross-references records and files for accuracy; receives fines and costs in non-indictable offenses, subject to the limitations as provided by law or Part VII of the Rules of Court or Statewide Violation Bureau Schedule; acceptance of appearance, waivers of trial, pleas of guilty and payments; complies with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts; attend court sessions. Performs related duties, as required.

Kindly submit cover letter and current resume to:

Cynthia A. Holmes, CMCA  
Paramus Municipal Court  
One Jockish Square  
P.O. Box 187  
Paramus, NJ 07652  
Fax #: 201-265-6428  
cholmes@paramusborough.org

**NO PHONE CALLS, PLEASE**

The Borough of Paramus 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.