

Municipal Court Career Opportunity

MUNICIPALITY: Raritan Twp Shared Municipalities
VICINAGE: Somerset/Hunterdon/Warren Vicinage
POSITION TITLE: Full-time Violations Clerk
POSTING DATE: Date : June 24, 2021
DEADLINE DATE: Date: July 15, 2021
SALARY RANGE: \$30,000 – \$36,000 annually

POSITION DESCRIPTION AND REQUIREMENTS

The Raritan Twp, Alexandria Twp, Holland Twp, Frenchtown Boro, custodian records of the Joint Court of the Delaware Valley Courts, County of Hunterdon, State of New Jersey seeks a Violations Clerk for Full time employment. Position will commence in early July. Compensation will be commensurate with qualifications and experience. Compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Court in this vicinage is required.

Experience in court administration, case flow management, working knowledge of ATS/ACS, MACS, PageCenter systems preferred. Must possess the ability to work with the general public, staff and professionals and to perform related duties as required. Knowledge in video communications and virtual court platforms such as TEAMS and ZOOM are preferred.

Experience

One (1) year of experience in work related to the operation of a court, law enforcement agency, law office or government agency, including the preparation and/or processing of legal documents.

Please submit cover letter and current resume by July 15, 2021 to:

Jacqueline Signorile, MCA & Karren Gilbert, Township Administrator
Raritan Township Municipal Court
One Municipal Drive
Flemington, New Jersey
Fax: (908) 782-8818

E-mail: Jacqueline.signorile@njcourts.gov & Karen.Gilbert@raritantwpnj.gov

The Raritan Township 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.