

Municipal Court Career Opportunity

MUNICIPALITY: Robbinsville Township / Hightstown Borough

VICINAGE: Mercer County

POSITION TITLE: Violations Clerk

POSTING DATE: August 9, 2021

DEADLINE DATE: August 20, 2021

SALARY RANGE: \$35,000 - \$41,285

Position Description:

The Township of Robbinsville and Borough of Hightstown in a Share Court Agreement have an immediate full-time violations clerk opening. Municipal Court experience is required. Candidate must be proficient in ATS/ACS, eMACS, PCSam, Page Center, Microsoft Office, dispositions, scheduling, customer service and general office procedures. Candidate must have ability to type, maintain records, files and should have experience and knowledge of the Liberty Sound Recording. Candidate also must have the ability to learn various types of electronic and/or manual recording and information systems used by court office.

**APPLICATIONS AND RESUMES MUST BE SUBMITTED THROUGH PRIMEPOINT ONLINE
APPLICATION NO LATER THAN AUGUST 20,2021 AT:**

http://www.robbinsville-twp.org/residents/employment_opportunities.php

NO PHONE CALLS!

The Township of Robbinsville 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.