

Municipal Court Career Opportunity

MUNICIPALITY: Bridgewater/Somerville Shared Court
VICINAGE: Somerset/Hunterdon/Warren Vicinage
POSITION TITLE: Violations Clerk
Full Time
POSTING DATE: August 18, 2016
DEADLINE DATE: September 2, 2016
SALARY RANGE: \$36,547.24-\$61,292.92

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Bridgewater/Borough of Somerville is seeking a qualified individual for the position of Violations Clerk. Excellent customer service skills, attention to details, organization and self-motivation are a must. Successful candidate will work under the general direction of the Municipal Court Judge and Municipal Court Administrator. Applicants should have a strong working knowledge of the ATS/ACS computer system, MACS and PageCenter. Experience in case flow management and other computer applications are a plus.

Responsibilities include, but are not limited to: ticket entry, answering phones and walk-inquiries, payment processing, filing, scheduling cases, processing attorney correspondence and maintenance of files for accuracy and efficiency. Perform related duties as required.

Please submit cover letter, résumé, and salary requirements to:

Audrey Lipinski, CMCA
Bridgewater Municipal Court
100 Commons Way
Bridgewater, NJ 08807
Fax: (908) 704-9208
E-mail: Audrey.lipinski@njcourts.gov

The Township of Bridgewater 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.