

Municipal Court Career Opportunity

MUNICIPALITY: Central Municipal Court of Bergen County
AVAILABLE IMMEDIATELY

VICINAGE: Bergen Vicinage

POSITION TITLE: Cashier – Experience a **MUST**

POSTING DATE: September 7, 2016

DEADLINE DATE: September 23, 2016

SALARY: \$30,000

POSITION DESCRIPTION AND REQUIREMENTS

The Central Municipal Court of Bergen County is seeking a motivated, self starter, to perform responsible municipal court clerical work involving the collection of fees for traffic violations, fines, costs, and works under the general direction of Municipal Court Administrator and Municipal Court Judge. Candidate should have considerable experience and knowledge of ATS/ACS and MACS systems and have excellent customer service skills. Responsibilities include, but are not limited to: answering telephone inquiries from public and walk-in inquiries regarding 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 payment; complies with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts; attends weekly court sessions; performs related duties as required.

Please submit cover letter and current resume to:

Miriam Losardo, C.M.C.A.
Central Municipal Court of Bergen County
71 Hudson Street
Hackensack, NJ 07601

Fax # (201) 336-6212

NO PHONE CALLS, PLEASE

The Central Municipal Court of Bergen County 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.