

Municipal Court Career Opportunity

MUNICIPALITY: HAMILTON TOWNSHIP
VICINAGE: ATLANTIC/CAPE MAY
POSITION TITLE: VIOLATIONS CLERK
POSTING DATE: NOVEMBER 3, 2016
CLOSING DATE: NOVEMBER 10, 2016
SALARY: HOURLY RATE BASED ON QUALIFICATIONS

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Hamilton is seeking two (2) full-time Violation Clerks. The successful candidates will work under the general direction of Municipal Court Administrator and Municipal Court Judge. Previous court experience is preferred but not required.

Applicants must have accurate data entry skills, attention to detail, cash handling experience and exceptional customer service skills. Must be able to work in a high speed, high demand environment. Also, available to work Tuesday evening court sessions.

The qualified applicant may be required to attend POMCA classes to enhance job knowledge and proficiency.

Application form is available online at www.townshipofhamilton.com.

Submit fully completed application to:
Office of Human Resources
6101 Thirteenth St.
Mays Landing, NJ 08330

****NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is not a State job posting.