

# Municipal Court Career Opportunity

**MUNICIPALITY:** Logan Municipal Court

**VICINAGE:** Gloucester, Cumberland and Salem Counties

**POSITION TITLE:** Part-Time Sound Recorder/Violations Clerk

**POSTING DATE:** November 2, 2016

**DEADLINE DATE:** November 14, 2016

**SALARY:** \$12.00 Per Hour – Approximately 12 Hours Per Week

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## POSITION DESCRIPTION AND REQUIREMENTS

The Logan Township Municipal Court is seeking a part-time Sound Recorder/Violations Clerk. Successful candidate **MUST** be available for **ALL** scheduled court sessions and work 9:00 a.m. to 4:00 p.m. on those days. Sessions are held on the 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Wednesday of every month and a conflict court session is held on the 4<sup>th</sup> Thursday of every other month.

Duties include setup and testing of recording equipment, as well as recording court sessions and maintaining an accurate log of the proceedings. Also specialized clerical work involving receipting payments, data entry for municipal court tickets, processing documents and a variety of functions including filing, answering phones and providing customer service. Knowledge of court software applications such as ATS/ACS and MACS helpful.

Please send resume to:  
Lori L. Zane, CMCA  
125 Main Street, P.O. Box 314  
Bridgeport, NJ 08014

Logan 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.