

Municipal Court Career Opportunity

MUNICIPALITY: Lumberton Municipal Court

VICINAGE: Burlington

POSITION TITLE: Part Time Violations Clerk / 21 hours per week
Must be available for Court Sessions – 3 Monday's per month
At 8:00 a.m.

POSTING DATE: August 2, 2016

DEADLINE DATE: August 23, 2016

SALARY RANGE: \$ 12.00 per hour, 21 hours per week

POSITION DESCRIPTION AND REQUIREMENTS

The Lumberton Municipal Court is seeking to hire a part time Violations Clerk. Under the direction of the Municipal Court Judge and Court Administrator, the Violations Clerk will perform daily functions of the municipal court and other work as assigned. Candidate must be courteous and able to deal effectively with the public. Applicants should be detail oriented and have strong customer service, communication and telephone skills for a fast paced office.

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

Please submit cover letter and resume to:

Joanne Snow, C.M.C.A.
Lumberton Municipal Court
35 Municipal Drive
Lumberton, NJ 08060
609-267-3389 (office)
609-267-8066 (fax)
Joanne.Snow@njcourts.gov

Lumberton Municipal Court is an Equal Opportunity/Affirmative Action Employer

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