

# Municipal Court Career Opportunity

**MUNICIPALITY:** Mahwah Municipal Court  
**VICINAGE:** Bergen  
**POSITION TITLE:** Senior Clerk – F/T & Tuesday Evening Court Sessions  
**POSTING DATE:** July 27, 2016  
**DEADLINE DATE:** August 19, 2016  
**SALARY RANGE:** \$31,335 - \$47,737

---

## **POSITION DESCRIPTION AND REQUIREMENTS**

The Township of Mahwah is seeking a qualified, motivated, organized self-starter with good writing and communication skills to perform detailed municipal court clerical work involving fee collection and ticket entry, working under the general direction of the Municipal Court Administrator. Candidate should have considerable experience and knowledge of ATS/ACS, MACS and PageCenter systems, sound recording and have excellent customer service skills. Responsibilities include, but are not limited to: answering telephone inquiries from public and walk-in inquiries regarding the 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; daily reconciliation; 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; attend court sessions; performs related duties as required.

Kindly submit cover letter and current resume to:

Lorraine Cuomo, CMCA  
Mahwah Municipal Court  
475 Corporate Drive  
Mahwah, NJ 07430  
Fax: (201) 529-2054

**NO PHONE CALLS PLEASE**

The Township of Mahwah 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.