

MUNICIPAL COURT CAREER OPPORTUNITY

Municipality: Manchester Township
Vicinage: Ocean County
Position Title: Violations Clerk
Posting Date: January 5, 2017
Deadline Date: January 19, 2017
Salary: Commensurate with Experience

POSITION DESCRIPTION AND REQUIREMENTS

The Manchester Township Municipal Court is seeking a qualified, motivated, and organized violations clerk with good writing and communication skills to work under the general direction of the Municipal Court Administrator. Court experience is preferred. Candidate should have experience and knowledge of ATS/ACS systems, sound recording and have excellent customer service skills. Responsibilities include, but are not limited to: answering telephone and walk-in inquiries; maintaining files and records for accuracy; processing payments; ATS/ACS disposition data-entry; proper case scheduling; daily reconciliations; performs related duties as required.

Please email cover letter and resume to the attention of:

Tracy Barcus, Court Administrator
Tracy.Barcus@njcourts.gov

The Township of Manchester 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.