

Municipal Court Career Opportunity

MUNICIPALITY: City of Millville
VICINAGE: Vicinage 15
POSITION TITLE: Violations Clerk
POSTING DATE: November 07, 2016
DEADLINE DATE: November 16, 2016
SALARY RANGE: \$20,000 - \$47,363.37

POSITION DESCRIPTION AND REQUIREMENTS

The City of Millville Municipal Court is seeking a qualified individual to serve as a full time Violations Clerk. Under the direction of the Municipal Court Judge, Court Administrator and Deputy Court Administrator, the individual must be able to perform daily functions of the Municipal Court and other work as required. Candidate must be proficient in Microsoft Word, customer service and general office procedures. Knowledge of ATS/ACS, MACS, and Page Center systems is preferred.

Requirements: Minimum of 2 years' Municipal Court experience, as well as money handling experience.

Please send resume with salary requirements by November 16, 2016, to:

Kimberly Hamlyn, Municipal Court Administrator
Millville Municipal Court
18 South High Street
Millville, NJ 08332
Kimberly.hamlyn@njcourts.gov

The City of Millville 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.