

Municipal Court Career Opportunity

MUNICIPALITY: Mount Laurel Township Municipal Court

VICINAGE: Burlington

POSITION TITLE: Part Time Violations Clerk

POSTING DATE: September 8, 2016

DEADLINE DATE: September 30, 2016

SALARY RANGE: \$12.36 per hour, Tuesdays and Wednesdays, 14 hrs per week

POSITION DESCRIPTION AND REQUIREMENTS

MOUNT LAUREL TOWNSHIP COURT is seeking a part-time Clerk. Must be able to work Tuesdays and Wednesdays for 14 hours per week. Duties are specialized clerical work involving receipting payments, processing data entry for municipal court tickets, processing documents in a variety of functions including filing, answering phones and providing customer service. Strong communication and phone skills a must. Must be computer literate and have strong familiarity with Word and Excel. Knowledge of court software applications such as ATS/ACS and MACS helpful.

Salary is in accordance with the CWA contract (\$12.36 an hour). Please submit your resume and letter of interest to: mtomczyk@mountlaurel.com by Friday, September 30, 2016.

**Mount Laurel Township 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.**