

Municipal Court Career Opportunity

MUNICIPALITY: Paramus / Maywood / Oradell Municipal Courts

VICINAGE: Bergen Vicinage

POSITION TITLE: Senior Office Clerk / Full time- 35 hrs
(including court sessions)

SESSIONS: Monday and Wednesday, 2:30 pm - 6:00 pm
2nd & 4th Thursday

POSTING DATE: October 31, 2016

DEADLINE DATE: November 15, 2016

SALARY RANGE: Prevailing Union Rate

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Paramus / Maywood / Oradell is seeking a qualified, motivated, self starter, to perform detailed municipal court clerical work involving the collection of fees for traffic violations, working under the general direction of the Certified Municipal Court Administrator. Candidate should have considerable experience and knowledge of ATS/ACS systems, MACS, PageCenter, 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; acceptance of appearance, waivers of trial, pleas of guilty and payments; 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:

Cynthia A. Holmes, CMCA
Paramus Municipal Court
1 Jockish Square
P.O. Box 187
Paramus, NJ 07652
Fax #: 201-265-6428

NO PHONE CALLS, PLEASE

The Borough of Paramus 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.