

Municipal Court Career Opportunity

MUNICIPALITY: Paramus / Maywood / Oradell
Shared Municipal Courts

VICINAGE: Bergen Vicinage

POSITION TITLE: Sound Recorder Operator- Part Time
Court sessions every Monday and Wednesday, 2:30 pm
2nd & 4th Thursday 3:00 pm

POSTING DATE: November 2, 2016

DEADLINE DATE: November 15, 2016

SALARY RANGE: \$13.93 /hour

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Paramus / Maywood is seeking an experienced sound recording operator for court proceedings at the Paramus Municipal Court, on Mondays and Wednesdays for 2:30 pm court sessions and Fridays at 9:30 am. The sound recording operator is required to ensure the equipment is accurately recording while the Municipal Court Judge is on the bench and works under the general direction of the Certified Municipal Court Administrator and Municipal Court Judge. Responsibilities include, but are not limited to: following standard sound recording equipment testing procedures; maintaining a complete and accurate log of the proceedings; using headset to monitor proceedings; notifying the judge immediately of any equipment malfunction and performs related duties, as required. A Violation Clerk's functions include, but are not limited to: accepting appearances, waiver of trial, pleas of guilty, and payments of fines and costs in non-indictable offenses. Performs related duties, as required.

Kindly submit cover letter and current resume to:

Cynthia A. Holmes, C.M.C.A.
Paramus / Maywood / Oradell Shared Municipal Courts
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.