

Municipal Court Career Opportunity

REPOST

Municipality: Bethlehem Township (Hunterdon County)
Vicinage: Somerset/Hunterdon/Warren
Position Title: Part-time Violations Clerk (20-25 hrs./week)
Posting Date: May 13, 2024
Deadline Date: June 12, 2024
Salary Range: \$22.00 an hour

Position Description and Requirements

Bethlehem Township, County of Hunterdon, State of New Jersey seeks a Violations Clerk for part time employment to work for the Joint Court of Bethlehem/Bloomsbury, shared with Lebanon Borough and Glen Gardner. Compensation will be commensurate with qualifications and experience. Compliance with the New Jersey Rules of Court, Supreme Court Orders and Guidelines, Administrative Directives, laws and established policies and procedure governing the operation of the Municipal Court in this vicinage is required.

Experience in court administration, case flow management, working knowledge of ATS/ACS, eMACS, PCSAM systems preferred. Must possess the ability to work with the general public, staff and professionals to perform related duties as required. Strong written and verbal communications required. Must be able to transition between multiple tasks in a fast-paced environment. Knowledge of video communications and virtual platforms such as Microsoft Teams and ZOOM are preferred. Schedule will consist of a minimum of 20 hours per week with a maximum of 25 hours per week on weeks when court sessions are held.

Experience

One (1) year of experience in work related to the operation of a court, law enforcement agency, law office, or government office, or office environment, including the preparation and/or processing of legal documents, preferred.

Please submit cover letter, current resume and salary requirements by or before June 12, 2024 to:

Donna Surdich, CMCA Court Administrator Joint Court of Bethlehem/Bloomsbury, Lebanon Borough & Glen Gardner donna.surdich@njcourts.gov	and	Ellen Marinaccio, CMCA Municipal Division Manager Somerset/Hunterdon/Warren Vicinage ellen.marinaccio@njcourts.gov
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Kindly reference Bethlehem Township Violations Clerk in the subject line of your email.

*****No Telephone Calls, Please*****

Bethlehem Township 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.**