

Municipal Court Career Opportunity

MUNICIPALITY: Township of Clinton (Hunterdon County)
VICINAGE: Somerset/Hunterdon/Warren Vicinage
POSITION TITLE: Full-time Violations Clerk
POSTING DATE: October 20, 2025
DEADLINE DATE: November 20, 2025
SALARY RANGE: \$45,000 - \$55,000, based on experience and qualifications

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Clinton, County of Hunterdon, State of New Jersey seeks a Violations Clerk for full time employment. 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 procedures 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 and to perform related duties as required. Knowledge of video communications and virtual court platforms such as Microsoft Teams and ZOOM are preferred.

Experience

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

Please submit cover letter, current résumé and salary requirements by or before November 20, 2025 to:

Kimberly Marino, CMCA
Township of Clinton
kimberly.marino@njcourts.gov

and

Ellen Marinaccio, CMCA
Municipal Division Manager
Somerset/Hunterdon/Warren Vicinage
ellen.marinaccio@njcourts.gov

Kindly reference the Township of Clinton Full-time Violations Clerk position in your email.

The Township of Clinton reserves the right to fill the position prior to the deadline if the right candidate is identified. Additionally, if you previously applied for the Full-time Violations Clerk/Bi-lingual position, your resume will be considered.

****No telephone calls, please****

The Township of Clinton 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.