

# Municipal Court Career Opportunity

Municipality: Colts Neck/Holmdel (Shared Court)

Vicinage: Monmouth

Position Title: Violations Clerk

Posting Date: October 17, 2022

Closing Date: November 7, 2022

Salary: Commensurate with Experience

---

## POSITION DESCRIPTION AND REQUIREMENTS

Colts Neck Township is seeking a full-time qualified individual to serve as Violations Clerk. Colts Neck Township and Holmdel Township are a shared court. Applicants should be able to perform detailed municipal court clerical work with strong customer service skills. Responsibilities include but are not limited to data entry, maintaining accurate records, filing, scheduling appearances, correspondence, recording payments and related duties as required for a busy court office.

Candidates must have excellent customer service skills, a strong attention to detail, the ability to handle money and financial transactions with accuracy, and excellent organization and self-motivation skills. Knowledge of ATS/ACS is preferred but not required. Applicants must be able to work under pressure and be comfortable being in front of a courtroom. All staff are cross-trained and have court responsibilities. Applicants must be willing to attend POMCA/training classes when required.

Please submit cover letter, resume to:

Kathryne Bradach, CMCA  
124 Cedar Drive  
Colts Neck, NJ 07722  
kbradach@coltsneck.org