

Municipal Court Career Opportunity

MUNICIPALITY: Township of Andover
VICINAGE: Morris / Sussex
POSITION TITLE: Violations Clerk
POSTING DATE: December 10th
CLOSING DATE: December 19th
SALARY: \$50,000-\$55,000 with full benefits package*

POSITION DESCRIPTION AND REQUIREMENTS

VIOLATIONS CLERK - Andover Joint Municipal Court (Townships of Andover, Byram, Green, and Boroughs of Andover, Hopatcong, Stanhope), in Sussex County is seeking to hire an energetic, self-starter, customer service, and detail-oriented individual to fill the position of Violations Clerk. The Violations Clerk will be under the supervision of the Municipal Court Administrator. Responsibilities include but are not limited to assisting the Municipal Court Administrator with data entry, collecting fees for traffic, criminal, and other penalty enforcement violations. The selected candidate will be required to perform clerical work such as filing, calendaring, proofreading, certifying, drafting, and answering correspondence, reports etc. May be called upon to assist the public with general court inquires.

Candidates who are bilingual in Spanish are preferred but not required.

Court Office Hours are Monday – Friday 8:00 am – 4:00 p.m.

*Full benefit package including medical / prescription / dental plans; pension plan; paid holidays and standard personal / vacation / sick days.

Please submit cover letter and resume to:

Attn: Michael Allatta, C.M.C.A.
Andover Township Municipal Building
134 Newton Sparta Road, Newton, NJ 07860
michael.allatta1@njcourts.gov

No telephone calls, please.

Andover 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.