

# Municipal Court Career Opportunity

Municipality: Asbury Park Municipal Court

Vicinage: Monmouth

Position Title: Violations Clerk

Posting Date: 9/11 /2025

Closing Date: 9/23/2025

Salary: \$30,304.00 - \$48,639.00

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## POSITION DESCRIPTION AND REQUIREMENTS

Asbury Park Municipal Court is seeking a full-time qualified individual to serve as Violations Clerk. 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. Applicants will need a smartphone to download the Microsoft Authenticator app as required.

Please submit cover letter, resume to:

Joanne Pilliod, CMCA at [Joanne.Pilliod@njcourts.gov](mailto:Joanne.Pilliod@njcourts.gov)

The City of Asbury Park 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.