

Municipal Court Career Opportunity

MUNICIPALITY: BOROUGH OF AUDUBON (HADDON HEIGHTS/STRATFORD/GIBBSBORO)

VICINAGE: CAMDEN

POSITION TITLE: FULL-TIME VIOLATIONS CLERK

POSTING DATE: JULY 28, 2023

DEADLINE DATE: AUGUST 14, 2023

SALARY RANGE: SALARY TO COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Audubon Municipal Court is a shared court with Haddon Heights, Stratford, and Gibbsboro and is seeking a qualified, self-motivated, and detailed oriented individual to fill a full-time Violations Clerk position. The Violations Clerk will be under the supervision of the Municipal Court Administrator.

Candidate should possess excellent customer service skills, have good organizational skills and ability to follow instructions. Knowledge and experience of ATS/ACS, MACS, virtual conferencing platform, Microsoft Word, Excel, Outlook is preferred. Experience in sound recording device is a plus. Responsibilities include, but are not limited to answering phones, filing, customer inquiries, payments, data entry, scheduling, sound recording.

Experience is preferred but would be open to training an individual who is a motivated and self-starter.

Please send cover letter and resume by August 14, 2023:

Jean Phillips, CMCA
Audubon Municipal Court
606 W. Nicholson Road
Audubon, NJ 08106
Fax: 856-310-0825
Email: jean.phillips@njcourts.gov

The Borough of Audubon 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.