

Municipal Court Career Opportunity

MUNICIPALITY: Town of Belvidere
VICINAGE: Somerset/Hunterdon/Warren Vicinage
POSITION TITLE: Full-Time Violations Clerk
POSTING DATE: December 12, 2025
DEADLINE DATE: January 2, 2026
SALARY RANGE: \$35,000-\$50,000

POSITION DESCRIPTION AND REQUIREMENTS

Applications are currently being accepted by individuals who have not applied previously.

The Town of Belvidere, County of Warren, State of New Jersey is seeking a qualified individual for the position of full-time violations clerk for the shared court of Belvidere, Franklin, Frelinghuysen, Harmony, and Liberty Townships. 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 **January 2, 2026** to:

Tara Caffarelli, CMCA
Town of Belvidere
tara.caffarelli1@njcourts.gov

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

Kindly reference the Belvidere VC position in your email.

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

The Town of Belvidere 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.