

Municipal Court Career Opportunity

Municipality: Bradley Beach/Avon by the Sea/Allenhurst (Shared Court)
Vicinage: Monmouth
Position Title: Part-Time Violations Clerk
Posting Date: 9/18/2025
Closing Date: 9/30/2025
Salary: \$20.00 per hour

POSITION DESCRIPTION AND REQUIREMENTS

The shared Municipal Court of Bradley Beach/Avon by the Sea/Allenhurst is seeking a part-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. Bilingual in Spanish appreciated, 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 a cover letter and resume to:

Kelly Hellwig, CMCA
701 Main Street
Bradley Beach, NJ 07720
Kelly.Hellwig@njcourts.gov

The shared court of Bradley Beach/Avon by the Sea/Allenhurst 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.