

Municipal Court Career Opportunity

MUNICIPALITY: Central Municipal Court of Atlantic County
VICINAGE: Atlantic/Cape May
POSITION TITLE: Clerk 1
POSTING DATE: March 24, 2026
DEADLINE DATE: March 31, 2026
SALARY RANGE: \$33,114.00 (including full a benefit package)

POSITION DESCRIPTION AND REQUIREMENTS

The Central Municipal Court of Atlantic County is seeking to hire a Clerk 1 for the Municipal Court. Applicants must be able to read, write and speak English. Must also possess excellent inter-personal and computer skills.

Under limited supervision, performs clerical work involving the processing of documents in a variety of functions; performs moderately complex and non-routine clerical work; may provide guidance and assistance to other staff; does other related duties as required.

EXAMPLES OF WORK:

Prepares the docket (or schedule) of cases to be called and contact witnesses, attorneys, and other parties to collect or provide information; calls court to order, provides information in person and over the telephone, and receives, screens, reviews and verifies documents.

NOTE:

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

[Click Here](#) for additional job posting information.

Interested, qualified applicants should apply online at <https://www.atlanticcountynj.gov> Alternatively, applications may be mailed to:

Atlantic County Division of Human Resources, 1333 Atlantic Avenue, Atlantic City, NJ 08401

Atlantic County Government 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.