

Municipal Court Career Opportunity

MUNICIPALITY: East Rutherford Municipal Court

VICINAGE: Bergen Vicinage

POSITION TITLE: Full Time Bilingual (Spanish/English) Violation Clerk

POSTING DATE: April 14, 2025

DEADLINE DATE: April 30, 2025

SALARY RANGE: Commensurate with Experience

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of East Rutherford is seeking a qualified, motivated, self-starter, to perform detailed municipal court clerical work involving the collection of fees for traffic violations, working under the general direction of the Municipal Court Administrator. Candidate must have considerable experience and knowledge of EMACS, Enterprise Portal Systems, PCSAM, sound recording, Zoom and have excellent customer service skills. Responsibilities include, but are not limited to: answering telephone inquiries from public and walk-in inquiries regarding the Violations Bureau; maintains, classifies, indexes and cross-references records and files for accuracy; receives fines and costs in non-indictable offenses, subject to the limitations as provided by law or Part VII of the Rules of Court or Statewide Violation Bureau Schedule; acceptance of appearance, waivers of trial, pleas of guilty and payments; complies with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts; attend court sessions. Performs related duties, as required.

Kindly submit cover letter and current resume to:

Maggie Stuiso, CMCA
East Rutherford Municipal Court
117 Stanley Street
East Rutherford, NJ 07073
Fax: 201-438-8214
E-mail: Maggie.stuiso1@njcourts.gov

NO PHONE CALLS, PLEASE

The Borough of East Rutherford 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.