

Municipal Court Career Opportunity

MUNICIPALITY: East Greenwich Municipal Court (0803)

VICINAGE: XV Cumberland, Gloucester, and Salem Counties

POSITION TITLE: Full-Time/Part-Time Violations Clerk

POSTING DATE: July 25, 2025

DEADLINE DATE: August 6, 2025

SALARY: *Salary Commensurate with Experience
Full-Time Range: \$25,000 - \$50,000
Part-Time Range: \$16 per hour - \$25 per hour

POSITION DESCRIPTION AND REQUIREMENTS

The East Greenwich Municipal Court, located in Gloucester County, is seeking a qualified, self-motivated, independent, and detail-oriented individual to serve as a Full-Time/Part-Time Violations Clerk. The selected candidate will report and perform under the direction of the Municipal Court Administrator and the Municipal Court Judge.

Responsibilities include, but are not limited to, answering telephone inquiries, processing payments, data entry, maintaining files, scheduling, strong customer service capabilities and money handling skills. Municipal Court experience, knowledge of Virtual Court, ZOOM, TEAMS and Microsoft Office is preferred but not required. Must be able to work within a fast-paced environment.

The successful candidate will be required to attend Principles of Municipal Court Administration classes and must comply with the Judiciary's Code of Conduct and all New Jersey Rules of the Court, Supreme Court directives, laws and established policies and procedures governing the operation of the Municipal Court.

Mail or email application and resume to:

Denise Athey, CMCA
East Greenwich Municipal Court
159 Democrat Road
Mickleton, NJ 08056
egcourt@eastgreenwichnj.com

The Township of East Greenwich 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.