

Municipal Court Career Opportunity

MUNICIPALITY: EDISON TOWNSHIP
VICINAGE: Middlesex County

POSITION TITLE: VIOLATIONS CLERK

POSTING DATE: June 11, 2025
DEADLINE DATE: July 3, 2025

SALARY: \$35,000– Commensurate with Union Contract

POSITION DESCRIPTION AND REQUIREMENTS

The Edison Municipal Court is seeking to hire a qualified individual for the position of Violations Clerk. The successful candidate will work under the direction of the Judge and Court Administrator. Candidate must have excellent customer service, writing and communication skills, be motivated and be a self-starter. Must be available to work evening court sessions.

Applicants should have experience in all aspects of court administration, including a strong working knowledge of Criminal Justice Reform, ATS/ACS computer system, MACS/PCSam, Page Center, Reports On Demand, eCDR, and eCourts. and reconciling the court's general and bail accounts. Virtual Court Experience is preferred. Experience in case flow management is a plus.

Responsibilities include, but are not limited to accepting payments/bail processing; complaint processing, responding to public inquiries, providing information to attorneys, defendants and other government agencies; preparing and reviewing daily, weekly and monthly reports, drafting correspondence, performing data entry, responding promptly to Division inquiries, excellent customer service and maintain the integrity of the judiciary; must comply with the New Jersey Rules of the Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

The hiring process will comply with Rule 1:34-3 adopted September 13, 2011.

Please submit resume by July 3rd, 2025, using the link below:

<https://www.primepoint.net/Recruitment/#/EDISON/index.html?job=1009541>

The Township of Edison 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.