

Municipal Court Career Opportunity

MUNICIPALITY: Frankford Township
VICINAGE: Morris / Sussex
POSITION TITLE: Violations Clerk (Full-Time – 35 Hours per week)
POSTING DATE: October 14, 2025
CLOSING DATE: Until filled
SALARY: Salary - \$37,856 plus benefits

POSITION DESCRIPTION AND REQUIREMENTS

VIOLATIONS CLERK (FULL-TIME) Sussex County – The Frankford Joint Municipal Court (Frankford, Lafayette, Montague, Sandyston, Walpack) and The Shared Court of Blairstown are seeking to hire an energetic, self-starter, customer service and detail-oriented individual to fill the position of Violations Clerk. The Violations Clerk will be under the supervision of the Municipal Court Administrator. Responsibilities include but are not limited to assisting the Municipal Court Administrator with data entry, collecting fees for traffic, criminal, and other penalty enforcement violations. Will be required to perform clerical work such as filing, scheduling, proofreading, certifying, drafting, and answering correspondence, reports, etc. May be called upon to assist the public with general court inquiries.

Successful candidates should possess excellent customer service skills, strong attention to detail, the ability to handle money and financial transactions with accuracy and excellent organization and self-motivation skills. Knowledge of Zoom and strong computer skills is preferred. Applicants must be willing to attend POMCA/training classes when required and must be willing to comply with the Judiciary Code of Conduct. A high school diploma or GED is required.

This position is full time beginning December 1, 2025. Court Office Hours are Monday - Friday 8:30 a.m. - 4:00 p.m. Availability for court sessions (Thursday) is a must as they may continue after regular business hours. Benefits include paid time off, medical and dental insurance, eyeglass reimbursement, life insurance and pension.

Interested candidates please comply with the following:

- **Complete a township application (available in the Human Resources Office or online at www.frankfordtownship.org (Forms and Applications Link)).**
- **Forward application, résumé, and cover letter to:**

Shannon Geddis, C.M.C.A.

Shannon.Geddis@njcourts.gov

and

Katie LaBrunda, Human Resources

financeclerk@frankfordtwp-nj.com

No telephone calls, please.

Frankford 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.