

Municipal Court Career Opportunity

Municipality:	Freehold Township
Vicinage:	Monmouth
Position Title:	Bilingual in Spanish Account Clerk – Full time
Posting Date:	04/09/2026
Closing Date:	Until the position is fulfilled
Salary:	\$35,000.00

POSITION DESCRIPTION AND REQUIREMENTS

The Freehold Township Municipal Court is seeking a qualified individual to serve as a Violations Bureau Account Clerk. Applicants should be able to perform detailed municipal court clerical work with strong customer service skills. Responsibilities include but are not limited to answering the main phone line in English and Spanish, data entry, maintaining accurate records, filing, scheduling appearances, correspondence, recording payments, dispositions, yearly destruction report and related duties as required for a busy court office.

Bilingual in Spanish is required.

Candidates must have excellent customer service skills, a strong attention to detail, the ability to handle money and financial transactions with accuracy, and excellent organization and self-motivation skills. Knowledge of ATS/ACS and judiciary systems is preferred. POMCA/training classes may be offered one year after becoming a permanent employee. The candidate must be willing to comply with the New Jersey Rules of Court, Supreme Court Directives, laws and policies and procedures governing the operation of the Municipal Courts and must perform related duties as required. The candidate will need a smartphone to download the Microsoft Authenticator app as required.

Authorization to Work: United States Citizenship is not required, however, the selected candidate must be a lawful permanent resident of the United States, holder of an un-expired Residency Card (551) issued by the United States Citizenship and Immigration Services, and authorized to work in the United States.

Special Note: Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of the information received.

Freehold Township offers a competitive salary commensurate with experience, along with a comprehensive benefits package that includes health insurance, retirement plans, and paid time off. This position is governed by New Jersey Civil Service regulations, and applicants must meet all applicable Civil Service requirements.

**Please submit cover letter and resume to:
Court Administrator, Jenny A. Zea-Acuna, CMCA
Jenny.Acuna@njcourts.gov**

The Township of Freehold 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.