

Municipal Court Career Opportunity

MUNICIPALITY: HADDON TOWNSHIP AND AUDUBON PARK JOINT COURT
VICINAGE: CAMDEN
POSITION TITLE: FULL-TIME VIOLATIONS CLERK
POSTING DATE: July 26, 2023
DEADLINE DATE: SEPTEMBER 15, 2023
SALARY: \$36,000

POSITION DESCRIPTION AND REQUIREMENTS

The joint municipal court of Haddon Township and Audubon Park is seeking a qualified and detailed oriented individual to serve as a full-time violations clerk. The candidate will work under the supervision of the Municipal Court Administrator.

Responsibilities include but are not limited to answering phone inquiries, processing payments, data entry, filing, customer inquiries, scheduling, and sound recording. Proficiency in Microsoft Office (Word, Excel, etc.) is required. The candidate should possess excellent customer service skills. Knowledge of ATS/ACS, PCSAM, and virtual conferencing platforms is helpful.

The successful candidate 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.

Please send cover letter and resume by September 15, 2023 to:

Laura Cappelli, CMCA
Haddon Township Municipal Court
135 Haddon Ave.
Haddon Twp., NJ 08108
Fax: 856-854-3831
Email: laura.cappelli@njcourts.gov

The Township of Haddon and Borough of Audubon Park are an Equal Opportunity Employers.

**** NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is **not** a state job posting.