

Municipal Court Career Opportunity

MUNICIPALITY: HADDON TOWNSHIP

VICINAGE: CAMDEN

POSITION TITLE: TEMPORARY FULL-TIME CLERK

POSTING DATE: 08/03/2022

DEADLINE DATE: OPEN UNTIL FILLED

SALARY RANGE: \$20.00 AN HOUR. 35 HOURS PER WEEK. M-F 8:30AM – 4:30PM

POSITION DESCRIPTION AND REQUIREMENTS

The Haddon Township Municipal Court is seeking a qualified individual for a temporary full-time position of Court Clerk. This is an excellent opportunity to start in a temporary position with the possibility to grow into a permanent position. The successful candidate should have work experience that demonstrates excellent customer service skills, attention to detail, organization, ability to work under pressure, and ability to work as a team member.

Responsibilities include but are not limited to answering queries from the public, data entry, filing, handling money for fines and bail, working during in-person and virtual court sessions (must be present for all sessions). Confidentiality of the court's business is a strict requirement.

Applicants should submit a cover letter and resume to Dawn Pennock, personnel director to dpennock@haddontwp.com or via mail to: 135 Haddon Avenue, Haddon Township, NJ 08108.

The Township of Haddon 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.