

# Municipal Court Career Opportunity

**MUNICIPALITY:** TOWN OF HAMMONTON  
**VICINAGE:** ATLANTIC/CAPE MAY  
**POSITION TITLE:** VIOLATIONS CLERK  
**POSTING DATE:** APRIL 23, 2025  
**DEADLINE DATE:** MAY 9, 2025  
**SALARY RANGE:** MINIMUM SALARY \$30,420.00

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## POSITION DESCRIPTION AND REQUIREMENTS

Hammonton Joint Court is seeking to hire a self-motivated individual for a full time Violations Clerk. Under the direction of the Municipal Court Judge and Court Administrator, the Violations Clerk performs daily functions of the Municipal Court and other work as required.

Applicant must have strong organizational skills and excellent communication skills. Responsibilities include, but are not limited to: ticket entry, answering phones, walk-in inquires, maintaining of files, processing payments and performing related day to day duties; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts.

Please submit your resume and cover letter to [www.townofhammonton.org](http://www.townofhammonton.org), "Departments, Municipal Clerk/Registrar, Employment Application" or in person at:

Town Hall  
100 Central Avenue  
Hammonton, NJ 08037

The Town of Hammonton is an Equal Opportunity Employer/Affirmative Action Employer.

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