

Municipal Court Career Opportunity

MUNICIPALITY: Shared Municipal Court of Hillsborough, Branchburg, Manville & Montgomery

VICINAGE: Somerset/Hunterdon/Warren

POSITION TITLE: Part-time Violations Clerk (29 hours per week)

POSTING DATE: August 5, 2025

DEADLINE DATE: September 2, 2025

SALARY RANGE: \$22 to \$25 an hour (based upon experience)

POSITION DESCRIPTION AND REQUIREMENTS

The Hillsborough Township, County of Somerset, State of New Jersey seeks a Violations Clerk for part time employment to work for the Shared Municipal Court of Hillsborough, Branchburg, Manville and Montgomery. Compensation will be commensurate with qualifications and experience. Compliance with the New Jersey Rules of Court, Supreme Court Orders and Guidelines, Administrative Directives, laws and established policies and procedure governing the operation of the Municipal Court in this vicinage is required.

Experience in court administration, case flow management, working knowledge of ATS/ACS, eMACS, PCSAM systems preferred. Must possess the ability to work with the general public, staff and professionals to perform related duties as required. Strong written and verbal communications required. Must be able to transition between multiple tasks in a fast-paced environment. Performs related duties, as required. *Ability to speak Spanish is a plus.*

Experience

One (1) year of experience in work related to the operation of a court, law enforcement agency, law office, or government office, or office environment, including the preparation and/or processing of legal documents, preferred. In addition to submitting your resume and cover letter to the parties noted below, please also apply through the Hillsborough Township website.

Please submit cover letter, current resume and salary requirements by or before September 2, 2025 to:

Susan Keeth, CMCA
Court Administrator
Hillsborough Township Municipal Court
susan.keeth@njcourts.gov

and

Ellen Marinaccio, CMCA
Municipal Division Manager
Somerset/Hunterdon/Warren Vicinage
ellen.marinaccio@njcourts.gov

The Shared Municipal Court of Hillsborough, Branchburg, Manville and Montgomery 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.