

MUNICIPAL COURT CAREER OPPORTUNITY

Municipality: Lakewood Township
Vicinage: Ocean County
Position Title: Clerk 1
Posting Date: June 16th, 2025
Deadline Date: July 4th, 2025
Salary: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Lakewood Township is seeking a qualified, motivated, and organized violations clerk with excellent writing and communication skills to work under the general direction of the Municipal Court Administrator. Candidate should have experience and knowledge of ATS/ACS systems, sound recording and have excellent customer service skills. Responsibilities include but are not limited to: answering telephone and walk-in inquiries; maintaining files and records for accuracy; processing payments; ATS/ACS disposition data-entry; proper case scheduling; daily reconciliations; performs related duties as required. Candidates must comply with the Code of Conduct of Judiciary Employees and be willing to attend Principles of Municipal Court Administration training classes.

*Special Skill Bilingual in Spanish and English. Preferred applicants who are able to read, write, speak, understand or communicate in Spanish and English

Please email cover letter and resume via email to:
Township of Lakewood
With "Clerk 1" in the subject line
hr@lakewoodnj.gov

The Lakewood Township 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.