

<b>MUNICIPAL COURT CAREER OPPORTUNITY</b>
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**Municipality:** Lakewood Township

**Vicinage:** Ocean County

**Position Title:** Clerk 1

**Posting Date:** June 16<sup>th</sup>, 2025

**Deadline Date:** July 4<sup>th</sup>, 2025

**Salary:** COMMENSURATE WITH EXPERIENCE

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**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](mailto: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.**