

Municipal Court Career Opportunity

MUNICIPALITY: CITY OF LINDEN
VICINAGE: UNION
POSITION TITLE: VIOLATIONS CLERK
POSTING DATE: MAY 23, 2025
DEADLINE DATE: JUNE 13, 2025
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The City of Linden is currently seeking a qualified individual to fill a full-time position of Violations Clerk. Excellent customer service skills, attention to details, organization and self-motivation are a must. Applicants should have experience in all aspects of court administration including strong working knowledge of the ATS/ACS computer system, eMACS, PCSAM, Page Center, ZOOM (Virtual Courts). Experience in case flow management and other computer applications is a plus.

Responsibilities include, but are not limited to, answering queries from public, employees, clients; attorneys, etc.; supervising staff; preparing, reviewing, and monitoring daily, weekly, and monthly reports; evaluating reports; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts and perform related duties as required.

Must be available for evening court sessions.

Experience: Two (2) years of experience in work related to the operation of a court, law office, or government office, or office environment, including the preparation and/or processing of legal documents, preferred.

Submit a cover letter and current resume to:

Joseph Bodek, City Clerk
Email: jobapp@linden-nj.gov

The City of Linden 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.