

Municipal Court Career Opportunity

MUNICIPALITY: LITTLE FALLS

VICINAGE: PASSAIC

POSITION TITLE: VIOLATIONS CLERK

POSTING DATE: APRIL 30, 2023

DEADLINE DATE: May 16, 2023

SALARY RANGE: \$25,000.00 - \$40,000.00 – Commensurate with experience

POSITION DESCRIPTION AND REQUIREMENTS

Violations Clerk (Full Time/Part Time) - The municipal court of the Township of Little Falls is seeking a qualified individual to fill the vacancy of Violations Clerk. The qualified candidate is not required but preferred to have knowledge of court functioning, including a strong working knowledge of ATS/ACS, PCSam and Page Center computer systems. Excellent customer service skills, attention to details, organization and self-motivation are necessary. Office hours are Monday through Thursday 8:30 a.m. to 4:30 p.m. and Friday 8:30 a.m. to 1:00 p.m. Candidates must be available for court sessions. The successful candidate will work under the general direction of Municipal Court Judge and the Municipal Court Administrator/ Deputy Municipal Court Administrator.

Responsibilities will include but are not limited to answering inquiries from internal and external court users; docketing tickets/complaints, accepting payments and bail, scheduling cases, preparing certified dispositions, filing, data entry; complying with the New Jersey Rules of the Court, directives, laws and established policies and procedures governing the operations of the Municipal Courts of New Jersey.

As some of the court sessions are conducted virtually, candidates with experience operating video conferencing platforms such as a ZOOM and/or Microsoft TEAMS is preferred but not required.

Please submit cover letter and resume to:

Hon. Ernest P. Fronzuto, JMC

E-mail: ernest.fronzuto@njcourts.gov

The Township of Little Falls 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.