

Municipal Court Career Opportunity

MUNICIPALITY: Township of Livingston
VICINAGE: Essex County
POSITION TITLE: Violations Clerk
POSTING DATE: 4/17/2025
DEADLINE DATE: 5/9/2025
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Livingston Municipal Court is seeking to hire a Violations Clerk. This is a full time position, 35 hours per week.

Responsibilities include a thorough knowledge of general office procedures and equipment, excellent customer service skills, the ability to interact with the public and co-workers in a positive and constructive manner, detail oriented and the ability to maintain confidentiality. Knowledge of ATS/ACS, eMACS, PCSAM, Page Center preferred.

Please submit resume with cover letter and 3 references via email or regular mail by the deadline with salary requirements by May 9, 2025 to:

**Township of Livingston
357 South Livingston Avenue, Livingston, NJ 07039
Attention: Human Resources Dept.
OR**

Email: employment@livingstonnj.org

The Township of Livingston 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.