

# Municipal Court Career Opportunity

Municipality: Long Branch  
Vicinage: Monmouth  
Position Title: Violations Clerk  
Posting Date: 5/14/26  
Closing Date: 6/14/26  
Salary: \$45,000 - \$65,000 Full Benefit Package

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## POSITION DESCRIPTION AND REQUIREMENTS

The Long Branch Municipal Court is seeking a qualified individual to serve as Violations Clerk. Applicants should be able to perform detailed municipal court clerical work with strong customer service skills. Responsibilities include but are not limited to data entry, maintaining accurate records, filing, scheduling appearances, correspondence, recording payments and related duties as required for a busy court office.

Candidates must have excellent customer service skills, a strong attention to detail, the ability to handle money and financial transactions with accuracy, and excellent organization and self-motivation skills. Bilingual in Spanish and / or Portuguese appreciated but not required. Applicants must be able to work under pressure and be comfortable being in front of a courtroom. All staff are cross-trained and have court responsibilities. Applicants must be willing to attend POMCA/training classes when required. Applicants will need a smartphone to download the Microsoft Authenticator app as required.

Please submit a cover letter and resume to:

Tara Okros, Personnel Officer  
City of Long Branch  
344 Broadway  
Long Branch, NJ 07740  
Email: [tokros@longbranch.org](mailto:tokros@longbranch.org)

The Long Branch Municipal Court 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.