

Municipal Court Career Opportunity

MUNICIPALITY: Madison Borough
VICINAGE: Morris / Sussex
POSITION TITLE: Violations Clerk (Part-Time)
POSTING DATE: April 24, 2025
CLOSING DATE: Open Until Filled
SALARY: Salary - \$25.00 Per Hour

POSITION DESCRIPTION AND REQUIREMENTS

VIOLATIONS CLERK (PART-TIME) – Madison Joint Municipal Court (Madison and Chatham Boroughs, Chatham and Morris Townships) , in Morris County is seeking to hire an energetic, self-starter, customer service, and detail oriented individual to fill the position of Violations Clerk. The Violations Clerk will be under the supervision of the Municipal Court Administrator. Responsibilities include but are not limited to assisting the Municipal Court Administrator with data entry, collecting fees for traffic, criminal, and other penalty enforcement violations. Will be required to perform clerical work such as filing, calendaring, proofreading, certifying, drafting, and answering correspondence, reports etc. May be called upon to assist the public with general court inquires.

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

Court Office Hours are Monday – Friday 8:00 am – 4:00 p.m. with flexible hours up to 29 hours per week.

Availability for court sessions are a must as they may continue after regular business hours.

Interested candidates must complete a Borough application (available in the Borough's Clerk's Office or on-line at www.rosenet.org).

Please send application, résumé, and cover letter to:

Borough of Madison
Attn. Sandy Emmerich
EmmerichS@rosenet.org

Briana Diamond, C.M.C.A.
Briana.diamond@njcourts.gov

No telephone calls, please.

Madison Borough 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.