

Municipal Court Career Opportunity

MUNICIPALITY: Madison Borough
VICINAGE: Morris / Sussex
POSITION TITLE: Violations Clerk (Part-Time – 20 Hours per week)
POSTING DATE: September 2, 2025
CLOSING DATE: September 30, 2025
SALARY: Salary - \$20-25.00 Per Hour

POSITION DESCRIPTION AND REQUIREMENTS

VIOLATIONS CLERK (PART-TIME) – Madison Joint Municipal Court (Madison and Chatham Borough, Chatham Township and Morris Township) 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 Joint Municipal Court Administrator. Responsibilities include but are not limited to assisting the Joint 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. A high school diploma or GED is required. Associates Degree or higher preferred. Bilingual candidates a plus.

Court Office Hours are Monday - Friday 8:00 a.m. - 4:00 p.m. No benefits offered except those required by the New Jersey Sick Leave Act.

Availability for court sessions is a must as they 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.