



Manalapan Township Municipal Court

120 Rte 522 & Taylors Mills Road

Manalapan, NJ 07726

732- 446-6656

Fax 732- 446-2504



James M. Newman

Nicole Sonnenblick

Judges

Daniella M. Trancho

Certified Municipal Court Administrator

MUNICIPALITY – Manalapan Township

VICINAGE – Monmouth County

POSITION TITLE - VIOLATIONS CLERK

POSTING DATE – October 14, 2025

DEADLINE DATE – Until Filled

SALARY RANGE - \$44,927 per annum

POSITION DESCRIPTION AND REQUIREMENTS:

The Manalapan Court is seeking a motivated individual to perform detailed clerical work with strong customer service skills. Candidate must be courteous and able to deal effectively with the public while having the ability to work under pressure and maintain composure in difficult situations.

Responsibilities include but are not limited to answering telephone inquiries, data entry, maintaining accurate records, filing, scheduling court appearances, correspondence, recording payments, attending court, maintaining courtroom recording and records, dispositions, customer service window and related duties as required for the court office.

Successful candidates should have experience in customer service, detail-oriented work, handling money and financial transactions. Knowledge of ATS/ACS/eMACS/PCSAM/ZOOM is preferred but not required.

Applicants must be willing to attend training & pass POMCA I & II as required.

Applicants will need a smartphone to download the Microsoft Authenticator app as required for access to daily operations.

Applicants must comply with the Code of Conduct of Judiciary Employees, New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts.

Kindly submit cover letter and current resume to:

Tara L. Lovrich, Business Administrator

Email: TLovrich@mtnj.org

Daniella Trancho, C.M.C.A.

Email: Daniella.Trancho@njcourts.gov

****NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is not a State job posting.

