

Municipal Court Career Opportunity

MUNICIPALITY: Mansfield/Springfield/Southampton Shared Municipal Court
VICINAGE: Burlington
POSITION TITLE: Violations Clerk
POSTING DATE: 11/14/25
DEADLINE DATE: 12/3/25
STARTING SALARY: \$ 45,000 - \$50,000

POSITION DESCRIPTION AND REQUIREMENTS

The Mansfield/Springfield/Southampton Shared Municipal Court is seeking a motivated and qualified self-starter to join our team as a Violations Clerk. This position involves detailed clerical work under the supervision of the Certified Municipal Court Administrator and the Municipal Court Judge.

We are looking for candidates who are courteous and able to interact effectively with both the public and co-workers. Strong customer service skills, excellent communication, and professionalism in handling a fast-paced environment are essential. The ideal candidate should be detail-oriented, able to remain composed under pressure, and adept at managing challenging situations and personalities.

Applicants must have excellent computer skills, with knowledge of Microsoft Word and Excel. Strong organizational abilities, multi-tasking skills, and accurate data entry are required, along with experience in keyboarding, scanning, and document generation. Preferred, but not required, is familiarity with ATS/ACS, eMACS, PCSAM, Web Reporting/Page Center systems, and virtual court platforms such as Zoom.

Candidates must take and pass Principles of Municipal Court Administration (POMCA) I and II. Previous experience in a Municipal Court setting is helpful but not required.

Primary Responsibilities:

- Answering telephone inquiries
- Entering traffic and criminal filings into the judiciary computer system
- Processing payments
- Providing exceptional customer service
- Managing data entry, filing, and special projects assigned by the Court Administrator

The candidate selected must comply with the Judiciary Code of Conduct.

Interested candidates should submit resume to: Suzanne Morales, Court Administrator
Suzanne.morales@njcourts.gov

Mansfield Township is an Equal Opportunity Employer

NOTE: The above job posting was submitted by the local municipality and is not a state job posting.