

# Municipal Court Career Opportunity

**MUNICIPALITY:** Mantua Joint Municipal Court

**VICINAGE:** Cumberland/Gloucester/Salem

**POSITION TITLE:** Full-Time Court Clerk

**POSTING DATE:** January 30, 2026

**DEADLINE DATE:** February 20, 2026

**SALARY:** \$45,082.31

## **POSITION DESCRIPTION AND REQUIREMENTS**

The Mantua Joint Regional Court, located in Gloucester County, is seeking a qualified, self-motivated and detail-oriented individual to serve as a full-time Violations Clerk. The selected candidate will report and perform under the direction of the Municipal Court Administrator and the Municipal Court Judge.

Responsibilities include, but are not limited to, answering telephone inquiries, processing payments, data entry, maintaining files and scheduling. Excellent written and oral communication skills are required. Municipal Court experience is preferred, but not required and court sessions are held on Mondays and Thursdays at 9:00 a.m.

The successful candidate must comply with the Judiciary's Code of Conduct and all New Jersey Rules of the Court, Supreme Court directives, laws and established policies and procedures governing the operation of the Municipal Court.

The salary for the position is \$45,082.31 and includes full range of benefits.

Please submit resume and cover letter by February 20, 2026, to:

Ms. Sarah Powell, Court Administrator  
Mantua Joint Municipal Court  
397 Main Street  
Mantua, NJ 08051

Or by email to [sarah.powell1@njcourts.gov](mailto:sarah.powell1@njcourts.gov)

The Township of Mantua 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.