

Municipal Court Career Opportunity

MUNICIPALITY: TOWNSHIP OF NEPTUNE
VICINAGE: MONMOUTH
POSITION TITLE: SENIOR VIOLATIONS CLERK – FULL TIME
POSTING DATE: May 20, 2025
DEADLINE DATE: June 2, 2025
YEARLY SALARY: \$34,000.00

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Neptune Municipal Court is seeking a qualified individual for the 35-hour full time position of Senior Violations Clerk. Responsibilities include data entry, maintaining accurate records, filing, scheduling appearances, correspondence, accepting payments and related duties as required for a busy office in accordance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Applicants should be detail oriented, have strong customer service skills, experience in handling cash and knowledge of ATS/ACS & Microsoft Word. Applicants must be willing to attend POMCA/training classes when required. Applicants will need a smartphone to download the Microsoft Authenticator app as required.

Please submit an employment application online at www.neptunetownship.org or submit a cover letter and resume including three references to:

Stephanie Oppegard
Human Resources Director
Township of Neptune
PO Box 1125
Neptune, NJ 07754-1125

The Township of Neptune 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.