

Municipal Court Career Opportunity

MUNICIPALITY: City of New Brunswick
VICINAGE: Middlesex County
POSITION TITLE: Assistant Violations Clerk
POSTING DATE: 5/9/2023
DEADLINE DATE: Open Until Filled
SALARY RANGE: \$39,956.00 to \$53,912.00

POSITION DESCRIPTION AND REQUIREMENTS

The New Brunswick Municipal Court is seeking to hire a qualified, self-motivated candidate. Candidate must have the capability to perform detailed Municipal Court clerical duties, under the direction of the Court Administrator and Municipal Court Judge. The successful candidate should have work experience that demonstrates excellent communication skills, great work ethic and the ability to provide superior customer service while maintaining files and records with accuracy. Knowledge of other computer applications is a plus. **Job responsibilities include, but are not limited to** data entry, processing payments, answering the telephone, relaying messages, responding to phone and e-mail inquiries, organizing and maintaining files of records and correspondence of both a routine and confidential nature. Must comply with the New Jersey Rules of the Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the municipal courts. Must be able to work night court when required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); experience in general office procedures, customer service, bookkeeping and computer entry and one (1) year of experience in recordkeeping or maintenance of records. **Municipal Court experience is a plus.**

REQUIREMENTS: Successful candidate will be required to attend Principles of Municipal Court Administration classes to enhance Municipal Court knowledge and proficiency.

Please submit your resume and cover letter to: applicant@cityofnewbrunswick.org.

The City of New Brunswick is an Equal Opportunity Employer.