

Municipal Court Career Opportunity

MUNICIPALITY: North Wildwood
VICINAGE: Atlantic/Cape May
POSITION TITLE: Violations Clerk
POSTING DATE: 09/08/2025
DEADLINE DATE: 10/03/2025
SALARY RANGE: \$34,000-\$45,000 plus Benefit Package

POSITION DESCRIPTION AND REQUIREMENTS

The North Wildwood Municipal Court is seeking a qualified, self-motivated, and detail-oriented individual to serve as a Full-Time Violations Clerk. The hours are Monday-Friday 8:00 am-4:00pm. 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, scheduling, strong customer service capabilities and money handling skills. Municipal Court experience, knowledge of Zoom is preferred but not required. The successful candidate will be required to attend Principles of Municipal Court Administration classes and 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.

Employment applications are available online at www.northwildwood.com (Departments, City Clerk, Job Openings) or at the office of the city clerk:

North Wildwood City Clerk
901 Atlantic Ave
North Wildwood, NJ 08260

Completed applications will be accepted in the office of the city clerk through 10/03/2025 or can also be emailed to: Amber.oliver@njcourts.gov.

The City of North Wildwood 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.