

Municipal Court Career Opportunity

MUNICIPALITY: Borough of North Plainfield/ Watchung
VICINAGE: Somerset/Hunterdon/Warren Vicinage
POSITION TITLE: Full-time Violations Clerk
POSTING DATE: March 2, 2026
DEADLINE DATE: March 31, 2026
SALARY RANGE: \$38,000 to \$46,000 annually

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of North Plainfield/Watchung is seeking a qualified individual to serve as a full-time Violations Clerk. Compensation will be commensurate with qualification and experience. Compliance with New Jersey Rules of Court, Supreme Court Orders and Guidelines, Administrative Directives, laws and established policies and procedures governing the operation of the Municipal Court in this vicinage are required.

Experience in court administration, case flow management, working knowledge of eMACS, PCSAM system preferred. Candidates must be courteous and possess the ability to work effectively with the public, staff and professionals. Candidates should be detail-oriented and have strong customer service, communication and telephone skills. Knowledge of video communications and virtual platforms such as ZOOM is preferred.

Experience

One (1) year of experience in work related to the operation of a court, law enforcement agency, law office or government agency, or office environment, including the preparation and/or processing of legal documents, preferred.

Please submit cover letter, current résumé and salary requirements by or before **March 31, 2026**, to:

Jodi Mack, CMCA

E-mail: jodi.mack@njcourts.gov

Ellen Marinaccio, V13 Municipal Division Manager

Email: ellen.marinaccio@njcourts.gov

Kindly reference the **North Plainfield/Watchung VC position** in your email.

****No telephone calls, please****

The Borough of North Plainfield/Watchung 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.