

Municipal Court Career Opportunity

MUNICIPALITY: Northvale Municipal Court

VICINAGE: Bergen Vicinage

POSITION TITLE: Violations Clerk – Part-time
Monday, Wednesday and Friday
1:30 pm - 4:30 pm

COURT SESSIONS: 2nd & 4th Monday from 4:30pm to end of session

POSTING DATE: April 30, 2025

DEADLINE DATE: May 14, 2025

SALARY RANGE: \$20.00 per Hour

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Northvale is seeking a qualified, motivated, self-starter, to perform detailed municipal court clerical work involving the collection of fees for traffic violations, working under the general direction of the Certified Municipal Court Administrator. The candidate must have considerable experience and knowledge of EMACS, Enterprise Portal Systems, PCSAM, sound recording, Zoom and have excellent customer service skills. Responsibilities include, but are not limited to: answering telephone inquiries from public and walk-in inquiries regarding the Violations Bureau; maintains, classifies, indexes and cross-references records and files for accuracy; receives fines and costs in non-indictable offenses, subject to the limitations as provided by law or Part VII of the Rules of Court or Statewide Violations Bureau Schedule; acceptance of appearance, waivers of trial, pleas of guilty and payments; complies with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts; attend court sessions. Performs related duties, as required.

Kindly submit cover letter and current resume to:

clare.cabibbo@njcourts.gov

or

Court@northvalenj.org

NO PHONE CALLS, PLEASE

The Borough of Northvale 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.