

Municipal Court Career Opportunity

Civil Service

JURISDICTION: Court of the Palisades Interstate Park

VICINAGE: Bergen Vicinage

POSITION TITLE: Full Time Violation Clerk

POSTING DATE: June 2, 2025

DEADLINE DATE: June 23, 2025

SALARY RANGE: Commensurate With Experience

POSITION DESCRIPTION AND REQUIREMENTS

The Palisades Interstate Park Commission is seeking a qualified, motivated, self-starter, to perform detailed court clerical work involving the collection of fees for traffic violations, working under the general direction of the Court Administrator. 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 Violation 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.

Please submit cover letter and current resume to:

Olivia Housley, HR Specialist
E-mail: Ohousley@njpalisades.org
Phone: 201-705-1303

NO PHONE CALLS, PLEASE

**** NOTE:** The above local job posting was submitted to the vicinage by the **Palisades Interstate Park Commission** and is a State job posting.