

# Municipal Court Career Opportunity

**MUNICIPALITY:** Township of Pohatcong  
**VICINAGE:** Somerset/Hunterdon/Warren Vicinage  
**POSITION TITLE:** Full-time Violations Clerk  
**POSTING DATE:** August 4, 2023  
**DEADLINE DATE:** August 21, 2023  
**SALARY RANGE:** \$30,000 - \$35,000 Annual Salary

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## POSITION DESCRIPTION AND REQUIREMENTS

The Township of Pohatcong, County of Warren, State of New Jersey seeks a Violations Clerk for full-time employment. Compensation will be commensurate with qualifications and experience. Compliance with the 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 is required.

Experience in court administration, case flow management, working knowledge of ATS/ACS, eMACS, PCSAM systems preferred. Must possess the ability to work with the general public, staff and professionals and to perform related duties as required. Knowledge of video communications and virtual court platforms such as Microsoft Teams and ZOOM are 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 August 21, 2023 to:

Wanda L. Kutzman, Township Clerk  
Township of Pohatcong  
[clerk@pohatcongtwp.org](mailto:clerk@pohatcongtwp.org)

**and** Ellen Marinaccio, CMCA  
Municipal Division Manager  
Somerset/Hunterdon/Warren Vicinage  
[ellen.marinaccio@njcourts.gov](mailto:ellen.marinaccio@njcourts.gov)

Kindly reference the (name of municipality) VC position in your email.

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

The Township of Pohatcong 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.