

Municipal Court Career Opportunity

MUNICIPALITY: Prospect Park
VICINAGE: Passaic
POSITION TITLE: Part-time Violations Clerk
POSTING DATE: July 29, 2025
DEADLINE DATE: Until position is filled
SALARY RANGE: \$20.00 to \$25.00 per hour
COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Prospect Park Municipal Court is seeking to hire 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 Municipal Court Administrator. Candidate should have considerable experience and knowledge of ATS/ACS systems, sound recording 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; maintaining, classifying, indexing and cross-referencing records and files for accuracy; receiving 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 as needed. Performs related duties, as required. EOE/AA.

Compensation, starting at \$20.00 to \$25.00 per hour, commensurate with experience.

Send cover letter, resume and three references to:

nsylejmanovski@prospectpark.net
or fax to 973-790-6632.

The Borough reserves the right to interview candidates before application deadline.

Please send resume with salary requirements by _____, 2017 to:

The _____ 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.