

Municipal Court Career Opportunity

MUNICIPALITY: Carneys Point – Pennsville Joint Municipal Court

VICINAGE: Vicinage XV- Cumberland/Gloucester/Salem

POSITION TITLE: Violations Clerk – Part time

POSTING DATE: May 22, 2025

DEADLINE DATE: June 6, 2025

SALARY RANGE: \$16.00 – 19.00 – approx. 20 hours per week

POSITION DESCRIPTION AND REQUIREMENTS

The Carneys Point-Pennsville Joint Municipal Court, located in Salem County, is seeking a qualified, self-motivated, independent, and detail-oriented individual to serve as a Part-Time Violations Clerk. The selected candidate will report and perform under the direction of the Municipal Court Administrator and the Municipal Court Judge.

Responsibilities include, but are not limited to, answering telephone inquiries, processing payments, data entry, collection of fines and bail, maintaining files, scheduling, strong customer service capabilities and money handling skills. Municipal Court experience, knowledge of Virtual Court, ZOOM, TEAMS and Microsoft Office is preferred, but not required. Must be able to work within a fast-paced environment.

The successful candidate will be required to attend Principles of Municipal Court Administration classes and must comply with the Judiciary's Code of Conduct and all New Jersey Rules of the Court, Supreme Court directives, laws and established policies and procedures governing the operation of the Municipal Court.

This individual must be available for all Friday court sessions.

Please send a resume postmarked by June 6, 2025, to:

Municipal Court Administrator
Carneys Point – Pennsville Joint Municipal Court
303 Harding Highway
Carneys Point, NJ 08069
annmarie.brown3@njcourts.gov

The Township of Carneys Point 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.