

# Municipal Court Career Opportunity

**MUNICIPALITY:** Raritan Township (Hunterdon)  
**VICINAGE:** Somerset/Hunterdon/Warren Vicinage  
**POSITION TITLE:** Full-time Violations Clerk  
**POSTING DATE:** 10/10/2025  
**DEADLINE DATE:** 10/31/2025  
**SALARY RANGE:** \$38,000 – \$45,000 annually

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Raritan Township Shared Municipal Court, County of Hunterdon, State of New Jersey, host court to Alexandria Township, Frenchtown Borough, Holland Township, and Flemington Borough, 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 10/31/2025 to:

Craig Benner  
HR/Benefits Coordinator  
Township of Raritan  
[craig.benner@raritantiwpnj.gov](mailto:craig.benner@raritantiwpnj.gov)

**and**

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

**Kindly reference the Township of Raritan VC position in your email.**

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

The Township of Raritan 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.