

Municipal Court Career Opportunity

MUNICIPALITY: TOWNSHIP OF RIVERSIDE
VICINAGE: BURLINGTON
POSITION TITLE: VIOLATIONS CLERK (PART TIME)
POSTING DATE: MAY 4, 2026
DEADLINE DATE: MAY 18, 2026
STARTING SALARY: \$16.00 to \$18.00 per hour

POSITION DESCRIPTION AND REQUIREMENTS

The Riverside Township Municipal Court is seeking a motivated and qualified self-starter to join our team as a Violations Clerk. This position involves detailed clerical work under the supervision of the Certified Municipal Court Administrator and the Municipal Court Judge.

We are looking for a courteous professional who can interact effectively with the public and colleagues. Exceptional customer service, strong communication skills, and the ability to maintain professionalism in a fast-paced environment are essential. The ideal candidate is detail-oriented, remains calm under pressure, and is skilled at handling challenging situations and diverse personalities.

Applicants must have excellent computer skills, with knowledge of Microsoft Word and Excel. Strong organizational abilities, multi-tasking skills, and accurate data entry are required, along with experience in keyboarding, scanning, and document generation. Preferred, but not required, is familiarity with ATS/ACS, eMACS, PCSAM, Web Reporting/Page Center systems, and virtual court platforms such as Zoom.

Candidates must take and pass Principles of Municipal Court Administration (POMCA) I and II. Previous experience in a Municipal Court setting is helpful but not required.

The candidate selected must comply with the Judiciary Code of Conduct.

Benefits Information: None

Interested candidates should submit resume to Meghan Jack, Township Manager,
mjack@riversidetowp.org

The Township of Riverside is a NJ Civil Service Municipality and 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.