

Municipal Court Career Opportunity

MUNICIPALITY: SHARED COURTS OF RUMSON AND FAIR HAVEN

VICINAGE: MONMOUTH

POSITION TITLE: VIOLATIONS CLERK – PART TIME

POSTING DATE: 5/6/2025

DEADLINE DATE: 5/16/2025

SALARY RANGE: \$25.00 PER HOUR

POSITION DESCRIPTION AND REQUIREMENTS

The Municipal Courts of Rumson and Fair Haven are seeking a qualified individual to perform detailed municipal court clerical work with strong customer service skills. Responsibilities include but are not limited to data entry, maintaining accurate records, filing, scheduling appearances, correspondence, recording payments and related duties as required. This position is part-time, requiring coverage for court sessions on the 2nd Wednesday, 2nd Thursday and 4th Monday of each month starting at 4:30pm, with flexibility to cover office hours for vacation schedules.

Successful candidates should possess experience in customer service, detail-oriented work, handling money and financial transactions. Knowledge of ATS/ACS/MACS is preferred. Applicants must be willing to attend POMCA/training classes when required. Applicants will need a smartphone to download the Microsoft Authenticator app as required.

Please submit a cover letter and current resume to:

Michele Smallze, Court Administrator

Michele.Smallze@njcourts.gov

The Municipal Courts of Rumson and Fair Haven 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.