

Municipal Court Career Opportunity

MUNICIPALITY: SAYREVILLE COURT
VICINAGE: Middlesex County

POSITION TITLE: CLERK 1

POSTING DATE: JULY 28, 2025
DEADLINE DATE: AUGUST 4, 2025

SALARY: \$43,842

POSITION DESCRIPTION AND REQUIREMENTS

The Sayreville Municipal Court is seeking to hire a qualified individual for the position of Clerk 1. The successful candidate will work under the direction of the Municipal Court Judge and the Municipal Court Administrator. Candidate must have excellent customer service, writing and communication skills, be motivated and be a self-starter. Must be available to work Tuesday evening and Thursday court sessions.

Applicants should have experience in all aspects of court administration, including a strong working knowledge of ATS/ACS computer system, MACS/PCSAM, Page Center. Virtual Court Experience is preferred. Bi-lingual is a plus.

Responsibilities include, but are not limited to accepting payments; responding to public inquiries, providing information to attorneys, defendants and other government agencies; preparing and drafting correspondence, performing data entry, responding promptly to Division inquiries, excellent customer service and maintain the integrity of the judiciary; must comply with the New Jersey Rules of the Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

The hiring process will comply with Rule 1:34-3 adopted September 13, 2011.

Please submit resume by August 4, 2025, 2025 to:
(Preferred method is email)

Sheryl Massaro, CMCA
1000 Main Street
Sayreville, NJ 08872
Sheryl.massaro@njcourts.gov
732-525-5446 ext. 5126

The Borough of Sayreville 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.