

Municipal Court Career Opportunity

MUNICIPALITY: SCOTCH PLAINS MUNICIPAL COURT

VICINAGE: UNION

POSITION TITLE: KEYBOARDING CLERK 1

POSTING DATE: October 20, 2025

DEADLINE DATE: November 3, 2025

SALARY: \$60,000

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Scotch Plains Municipal Court is seeking to hire a full-time qualified individual for the position of Keyboarding Clerk 1. The candidate should have work experience and demonstrate excellent customer service skills, attention to detail, organization, and ability to work as a team member. Responsibilities include but are not limited to answering inquiries from the public, data entry, filing, disposition entry, proper case scheduling, organizing, and maintaining files of records as well as the skill to multi-task. Knowledge in video communications and virtual court platforms such as Zoom, and Teams are preferred. Selected candidate 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.

**Please submit cover letter and resume by November 3, 2025, to:
(NO PHONE CALLS)**

Scotch Plains Administration Office
Margaret Heisey, Municipal Manager
430 Park Avenue
Scotch Plains, NJ 07076, or;
Via email to mheisey@scotchplainsnj.com

The Township of Scotch Plains 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.