

Municipal Court Career Opportunity

MUNICIPALITY: Teaneck Municipal Court

VICINAGE: Bergen Vicinage

POSITION TITLE: Full-Time Keyboarding Clerk I
(1 Tuesday/Month until 7pm)

POSTING DATE: April 9, 2025

DEADLINE DATE: April 30, 2025

SALARY RANGE: Commensurate with Experience

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Teaneck is seeking a qualified, motivated, self-starter, to perform detailed municipal court clerical work involving the collection of fees for traffic violations, working under the general direction of the Municipal Court Administrator. Candidate must have considerable experience and knowledge of EMACS, Enterprise Portal Systems, PCSAM, sound recording, Zoom and have excellent customer service skills. Responsibilities include, but are not limited to: answering telephone inquiries from public and walk-in inquiries regarding the Violations Bureau; maintains, classifies, indexes and cross-references records and files for accuracy; receives fines and costs in non-indictable offenses, subject to the limitations as provided by law or Part VII of the Rules of Court or Statewide Violation Bureau Schedule; acceptance of appearance, waivers of trial, pleas of guilty and payments; complies with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts; attend court sessions. Performs related duties, as required.

Please submit cover letter and current resume to:

Craig Ferdinand, CMCA

E-mail: Craig.ferdinand@njcourts.gov

Fax No.: 201-569-4201

NO PHONE CALLS, PLEASE

The Township of Teaneck 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.