

Municipal Court Career Opportunity

MUNICIPALITY: Township of Clinton
VICINAGE: Somerset/Hunterdon/Warren Vicinage
POSITION TITLE: Full-time Violations Clerk/Bilingual
POSTING DATE: August 8, 2025
DEADLINE DATE: September 15, 2025
SALARY RANGE: \$40,000 - \$50,000, based on experience and qualifications

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Clinton, County of Hunterdon, State of New Jersey seeks a Violations Clerk for full-time employment. Compensation will be commensurate with qualifications and experience. Compliance with the New Jersey Rules of Court, Supreme Court Orders and Guidelines, Administrative Directives, laws and established policies and procedures governing the operation of the Municipal Court in this vicinage is required.

Experience in court administration, case flow management, working knowledge of ATS/ACS, eMACS, PCSAM systems preferred. Must possess the ability to work with the general public, staff and professionals and to perform related duties as required. Knowledge of video communications and virtual court platforms such as Microsoft Teams and ZOOM are preferred. Professional working proficiency in Spanish is a plus.

Experience

One (1) year of experience in work related to the operation of a court, law enforcement agency, law office or government agency, or office environment, including the preparation and/or processing of legal documents, preferred.

Please submit cover letter, current résumé and salary requirements by or before September 15, 2025 to:

Kimberly Marino, CMCA
Township of Clinton
kimberly.marino@njcourts.gov

and

Ellen Marinaccio, CMCA
Municipal Division Manager
Somerset/Hunterdon/Warren Vicinage
ellen.marinaccio@njcourts.gov

Kindly reference the Township of Clinton Full-time Violations Clerk/Bilingual position in your email.

****No telephone calls, please****

The Township of Clinton 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.