

Municipal Court Career Opportunity

Municipality: Shared Courts of Oceanport/Monmouth Beach/West Long Branch
Vicinage: Monmouth
Position Title: Violations Clerk – Full time
Posting Date: 4/30/2025
Closing Date: 5/13/2025
Salary: \$40,000 - \$45,000

POSITION DESCRIPTION AND REQUIREMENTS

The Oceanport, Monmouth Beach and West Long Branch Municipal Court(s) is seeking a qualified individual to serve as a Violations Clerk. Applicants should be able 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 for a busy court office.

Candidates must have excellent customer service skills, a strong attention to detail, the ability to handle money and financial transactions with accuracy, and excellent organization and self-motivation skills. Knowledge of ATS/ACS and judiciary systems is preferred. Applicants must be able to work under pressure and be comfortable being in front of a courtroom. Applicants must be willing to attend POMCA/training classes when required. Applicants will need a smartphone to download the Microsoft Authenticator app as required. Bilingual in Spanish/Portuguese preferred but not required.

Special Note: The Shared Courts main court office location is the Oceanport Municipal Court, located at 910 Oceanport Way, Oceanport, NJ. All interviews, office work and court sessions will be held at this location.

Please submit cover letter with salary requirements and resume to:

Lesley Kirchgessner, Court Administrator
Lesley.Kirchgessner@njcourts.gov

The Township of Oceanport, Monmouth Beach and West Long Branch 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.