

Municipal Court Career Opportunity

MUNICIPALITY: Maplewood & South Orange Shared Court
(Employed by the Township of Maplewood)

VICINAGE: Essex

POSITION TITLE: Violations Clerk

POSTING DATE: May 2, 2025

DEADLINE DATE: May 30, 2025

SALARY RANGE: \$36,000 - \$41,000

POSITION DESCRIPTION AND REQUIREMENTS

The Maplewood and South Orange Shared Municipal Court (Maplewood Employee) is seeking a professional, qualified, motivated, self –starter with excellent communication skills to perform detailed Municipal Court clerical work including collection of fines, bail, ticket entry, filing, calendar set-up, scheduling and other related duties, in a high-volume shared court, working under the direction of the Court Administrator and Judge. Candidate should have experience and knowledge of ATS/ACS, MACS, Page Center, Microsoft WORD, OUTLOOK, GMAIL & ZOOM. Responsibilities include: answering phones, providing excellent customer service, assisting walk-ins and filing at the Violations Bureau. Applicant shall comply with New Jersey Court Rules, Supreme Court Directives, Code of Judicial Conduct, Maplewood Employee Handbook, including established policies and procedures. *Bi-lingual a plus but not required to serve two diverse communities.*

Experience: A minimum of (1) year Municipal Court Experience preferred but not required. High School Diploma or equivalent required

Court Hours: 9:00 am to 4:00 pm including availability to work evening Court sessions not to exceed 35 hours/per week.

Please submit cover letter and resume via email by May 30, 2025 to:
Ryan Bancroft, CMCA, Maplewood & South Orange Shared Court
rbancroft@maplewoodnj.gov

The Township of Maplewood is an Equal Opportunity Employer. Maplewood reserves the right to review applications/resumes and conduct interviews as they are received.

****NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is not a State job posting.