

# Municipal Court Career Opportunity

**MUNICIPALITY:** West Orange  
**VICINAGE:** Essex  
**POSITION TITLE:** Keyboarding I  
**POSTING DATE:** August 13, 2025  
**DEADLINE DATE:** September 2, 2025  
**SALARY RANGE:** COMMENSURATE WITH EXPERIENCE

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The West Orange Municipal Court is seeking to hire a motivated and responsible self-starter to perform Municipal Court Clerical work involving the Data Entry of UTT Tickets and SC Tickets, Scheduling, Preparing Calendars for weekly Zoom Sessions; acceptance of appearance, waivers of trial, pleas of guilty and payment collection of fees for traffic violations, fines, costs, and works under the general direction of Municipal Court Administrator and Municipal Court Judge.

Candidate should have experience and knowledge of ATS/ACS systems and have excellent customer service skills. Responsibilities include but are not limited to: answering telephone inquiries from public and walk-in inquiries regarding Violations Bureau; maintains, classifies, indexes and cross-references records and files for accuracy; receives fines and costs on non-indictable offenses; complies with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts.

Please send resume with salary requirements by September 2, 2025 to:

Yvonne Hunt, C.M.C.A.  
[Yvonne.Hunt@njcourts.gov](mailto:Yvonne.Hunt@njcourts.gov)  
Fax # (973) 731-0265  
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The West Orange Municipal Court is an Equal Opportunity Employer.

**\*\*NOTE:** The above local job posting was submitted to the vicinage by the local municipality