

Municipal Court Career Opportunity

MUNICIPALITY: Westampton/Eastampton/Hainesport Shared Municipal Court
VICINAGE: Burlington
POSITION TITLE: Violations Clerk – Full Time
POSTING DATE: 03/2/2026
DEADLINE DATE: 03/12/2026
STARTING SALARY: Commensurate with experience

POSITION DESCRIPTION AND REQUIREMENTS

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The Westampton/Eastampton/Hainesport Shared Municipal Court is seeking a qualified individual for the position of Violations Clerk. Candidate must be courteous and able to deal effectively and efficiently with the public. Applicants should be detail oriented and have strong customer service, communication, and telephone skills for a busy office. ATS/ACS/eMACS/PCSam and moderating virtual platforms, such as Zoom, experience is beneficial but not required. Responsibilities include, but are not limited to, providing information and guidance to court users, other judiciary employees, and attorneys on the telephone and in person. Completing data entry and maintaining files to ensure accuracy of the court record and all other duties as required. Some training may require daily travel within the state. Candidates must comply with the Code of Conduct of Judiciary Employees.

Interested candidates should submit resume to: e-mail: Christina.booth@njcourts.gov

Municipal Court is an Equal Opportunity/Affirmative Action Employer

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