

# Municipal Court Career Opportunity

**MUNICIPALITY:** Emerson Municipal Court

**VICINAGE:** Bergen Vicinage

**POSITION TITLE:** Part Time Violations Clerk

**POSTING DATE:** March 23, 2026

**DEADLINE DATE:** April 14, 2026

**SALARY RANGE:** \$25/Hr. (Up to 15 Hours/Week)

## POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Emerson is seeking a qualified, motivated, self-starter, with good writing and communication skills, to perform detailed municipal court clerical work involving the collection of fees in non-indictable offenses, working under the general direction of the Certified Municipal Court Administrator. Candidate must have considerable experience and knowledge of e-MACS, Enterprise Portal Systems, PCSAM, sound recording, Zoom and have excellent customer service skills. Responsibilities include, but are not limited to: answering inquiries from the public, employees, defendants; maintains, classifies, indexes and cross-references records and files for accuracy, subject to the limitations as provided by law or Part VII of the Rules of Court or Statewide Violations Bureau Schedule; acceptance of appearance, waivers of trial, pleas of guilty and payments; complies with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts; attend court sessions. Must work 5 hours per week on-site in Old Tappan. Performs related duties, as required.

Kindly submit cover letter and current resume to:

Michael Carelli, Borough Administrator  
Email: [administrator@emersonnj.org](mailto:administrator@emersonnj.org)

Laurel Carnazza, C.M.C.A.  
Email: [laurel.carnazza@njcourts.gov](mailto:laurel.carnazza@njcourts.gov)

**NO PHONE CALLS, PLEASE**

The Borough of Emerson 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. In accordance with N.J.S.A. 34:6B-23 this opportunity is open to all current employees and external candidates.