

Municipal Court Career Opportunity

MUNICIPALITY: MARGATE/LONGPORT MUNICIPAL COURT

VICINAGE: Vicinage 1

POSITION TITLE: FULL-TIME VIOLATIONS CLERK

POSTING DATE: December 7, 2023

DEADLINE DATE: December 22, 2023

SALARY RANGE: \$39,000

POSITION DESCRIPTION AND REQUIREMENTS

The municipal court of Margate/Longport is seeking a qualified and detailed oriented individual to serve as a full-time violations clerk. The candidate will work under the supervision of the Municipal Court Administrator/Deputy Court Administrator.

Proficiency in Microsoft Office (Word, Excel, etc.) is required. Knowledge of virtual conferencing platform ZOOM is a must. The candidate should possess excellent customer service skills. Responsibilities include but are not limited to answering phone inquiries, processing payments, data entry, filing, customer inquiries, scheduling, and sound recording.

The successful candidate must comply with the Judiciary's Code of Conduct and all New Jersey Rules of the Court, Supreme Court directives, laws and established policies and procedures governing the operation of the Municipal Court.

Please send cover letter, resume, and Margate City employment application (found on website) by December 22, 2023, to:

Maureen Larkin, CMCA
Maureen.larkin@njcourts.gov

*****NO TELEPHONE CALLS, PLEASE*****

The City of Margate 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.**