

MUNICIPAL COURT CAREER OPPORTUNITY

MUNICIPALITY: Borough of Glen Rock
COURT: Ridgewood, Glen Rock, and Wyckoff Shared Courts
VICINAGE: Bergen County
POSITION TITLE: Violations Clerk (Part-Time)
POSTING DATE: March 11th, 2026
CLOSING DATE: March 20th, 2026

POSITION DESCRIPTION AND REQUIREMENTS

Overview: Under direction of the Municipal Court Judge and Court Administrator, the Violations Clerk performs the work involved in collecting fees for traffic and other violations payable through the Municipal Court; performs other court related duties as assigned.

Duties: Data entry into the court's computer system including names of traffic violators, their addresses, amounts of fines and dates of payments in computer system. Prepare reports and statements; reviews, checks, and certifies reports, applications, and other documents. Handles special requests for information in accordance with prescribed rules and regulations. Receives, reviews, and adjusts complaints; answers inquiries and handles correspondence. Makes decisions requiring thorough knowledge of the court system. Maintains, classifies, indexes, and cross-references records and files. Must attend court sessions which are held Wednesdays starting at 3PM until end.

Requirements: High school diploma or equivalent required; two (2) years of recordkeeping experience. Evening hours may be required one to two times per month. Successful candidate will possess strong computer skills, be an excellent team player, organized and detail oriented. New Jersey Municipal Court experience is preferred. Bilingual in Spanish is preferred.

Hourly Rate: \$18-\$23 per hour; part-time; not to exceed twenty-nine (29) hours per week. Eligible for paid Vacation and Sick time.

Interested candidates should submit a cover letter and resume by email to:

Court Administrator, Aarika Miller, CMCA at aarika.miller@njcourts.gov by end of day
March 20th, 2026.

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

The Borough of Glen Rock is an Equal Opportunity Employer