

Municipal Court Career Opportunity

MUNICIPALITY: HOBOKEN MUNICIPAL COURT

VICINAGE: HUDSON VICINAGE

POSITION TITLE: MUNICIPAL COURT CLERK – FULL TIME

POSTING DATE: May 13, 2024

DEADLINE DATE: June 30, 2024

SALARY: \$40,965.75

POSITION DESCRIPTION AND REQUIREMENTS

The City of Hoboken is seeking to hire a qualified, organized, and motivated individual with good writing and communication skills to perform the duties of a Municipal Court Clerk. Candidates should have basic computer knowledge. Candidates must be able to work well independently and with others.

Responsibilities include, but are not limited to, answering telephones, walk-in inquires, ticket entry, maintaining of files, dispositions, sound recording, processing payments, and perform related day to day duties as require; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts.

Applicants who have been awarded accreditation or certification pursuant to NJSA 2B:12-11 are preferred but not mandatory.

Please apply online at www.hobokennj.gov/jobs.

You may also apply by submitting a cover letter and resume via email to mkraus@hobokennj.gov

NO PHONE CALLS PLEASE.

The Hoboken Municipal Court 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.