

Municipal Court Career Opportunity

MUNICIPALITY: ASBURY PARK
VICINAGE: MONMOUTH
POSITION TITLE: VIOLATIONS CLERK – SEASONAL/PART TIME
POSTING DATE: 7/8/24
DEADLINE DATE: 7/19/24
SALARY RANGE: \$16.00 PER HOUR

POSITION DESCRIPTION AND REQUIREMENTS

The Municipal Court of Asbury Park is seeking a qualified individual to perform detailed municipal court clerical work with strong customer service skills. Responsibilities include but are not limited to data entry, maintaining accurate records, filing, scheduling appearances, correspondence, recording payments and related duties as required. This position is seasonal/part-time, Monday, Thursday, Friday

Successful candidates should possess experience in customer service, detail-oriented work, handling money and financial transactions. Knowledge of ATS/ACS/MACS is preferred.

Please submit cover letter and current resume to:

Joanne Pilliod, Court Administrator
Joanne.Pilliod@njcourts.gov

Asbury Park 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.