

MUNICIPAL COURT CAREER OPPORTUNITY

Municipality: Borough of Beach Haven
Vicinage: Ocean County
Position Title: Part-Time Violations Clerk
Posting Date: February 3, 2025
Deadline Date: March 14, 2025
Salary: \$15 to \$17 per hour

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Beach Haven is seeking a qualified, motivated, and organized violations clerk with excellent writing and communication skills to work under the general direction of the Municipal Court Administrator. Candidate should have experience and knowledge of ATS/ACS systems, sound recording and have excellent customer service skills. Responsibilities include but are not limited to: answering telephone and walk-in inquiries; maintaining files and records for accuracy; processing payments; ATS/ACS disposition data-entry; proper case scheduling; daily reconciliations; performs related duties as required. Candidates must comply with the Code of Conduct of Judiciary Employees and be willing to attend Principles of Municipal Court Administration training classes.

Please email cover letter and resume to the attention of: Karen Garcia, CMCA at karen.garcia@njcourts.gov

The Borough of Beach Haven 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.