

Municipal Court Career Opportunity

MUNICIPALITY: Central Municipal Court of Atlantic County

VICINAGE: Atlantic/Cape May

POSITION TITLE: Clerk I

POSTING DATE: 9/17/2024

DEADLINE DATE: 10/1/2024

SALARY RANGE: \$31,500

POSITION DESCRIPTION AND REQUIREMENTS

The County of Atlantic is seeking individuals for the positions of Clerk 1. Court experience is preferred but not required. Candidate will be under limited supervision and will perform clerical work involving the processing of documents in a variety of functions; perform moderately complex and non-routine clerical work; may provide guidance and assistance to other staff and does other related duties as required.

EXAMPLES OF WORK:

Prepares the docket (or schedule) of cases to be called and contact witnesses, attorneys, and other parties to collect or provide information; calls court to order, provides information in person and over the telephone, and receives, screens, reviews and verifies documents.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit cover letter, letter of reference and current resume to:

Atlantic County Division of Human Resources
1333 Atlantic Avenue
Atlantic City, NJ 08401

For more information, and to apply online please visit:

<https://www.atlanticcountynj.gov>

Atlantic County is an Equal Opportunity Employer

**** NOTE:** The above county job posting was submitted to the vicinage by Atlantic County and is **not** a State job posting