

# Municipal Court Career Opportunity

**Municipality:** City of Asbury Park  
**Vicinage:** Monmouth  
**Position Title:** Clerk 1 – Full time  
**Posting Date:** 1/17/2025  
**Closing Date:** open until filled  
**Salary:** \$30,304.00 - \$48,639.00

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Asbury Park Municipal Court is seeking a qualified individual to serve as a Violations Clerk. Applicants should be able 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 for a busy court office.

Candidates must have excellent customer service skills, a strong attention to detail, the ability to handle money and financial transactions with accuracy, and excellent organization and self-motivation skills. Knowledge of ATS/ACS and judiciary systems is preferred. Applicants must be able to work under pressure and be comfortable being in front of a courtroom. Applicants must be willing to attend POMCA/training classes when required. Applicants will need a smartphone to download the Microsoft Authenticator app as required.

Please submit cover letter with salary requirements and resume to:

Joanne Pilliod, Court Administrator  
[Joanne.Pilliod@njcourts.gov](mailto:Joanne.Pilliod@njcourts.gov)

The City of Asbury Park is an Equal Opportunity Employer. Asbury Park is a Civil Service municipality.

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