

Municipal Court Career Opportunity

MUNICIPALITY: City of Bayonne
VICINAGE: Hudson
POSITION TITLE: Keyboarding Clerk 1 (part-time, approx. 25 hours/week)
POSTING DATE: 3/14/25
DEADLINE DATE: Open Until Filled
SALARY: \$18 per hour

Position Description and Requirements

The City of Bayonne Municipal Court is seeking to hire a part-time qualified individual for the position of Keyboarding Clerk. The candidate should have work experience and demonstrate excellent customer service skills, attention to detail, organization, and ability to work as a team member.

Responsibilities include but are not limited to answering inquiries from the public, data entry, filing, disposition entry, proper case scheduling, organizing, and maintaining files of records as well as the skill to multi-task. Knowledge in video communications and virtual court platforms such as Zoom, and Teams are preferred.

Selected candidate must comply with the Judiciary's Code of Conduct and all New Jersey Rules of the Court, Supreme Court directives, laws and established policies and procedures governing the operation of the Municipal Court.

Please note that the City of Bayonne has a residency requirement that may require a successful applicant to reside in Bayonne. Ordinance 20-16.1.

Please submit cover letter and resume to:

Court Administrator Christie Gonzalez
Email: Christie.gonzalez@njcourts.gov
No phone calls please.

The City of Bayonne 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 of New Jersey job posting.