

Municipal Court Career Opportunity

MUNICIPALITY: Bedminster Township (Somerset County)
VICINAGE: Somerset/Hunterdon/Warren Vicinage
POSITION TITLE: Full-time Violations Clerk
POSTING DATE: March 28, 2025
DEADLINE DATE: April 11, 2025
SALARY RANGE: \$45,000 annually

POSITION DESCRIPTION AND REQUIREMENTS

The Shared Courts of Bedminster Township, Bernards Township, Bernardsville Borough and Peapack-Gladstone Borough, County of Somerset, State of New Jersey seeks a Violations Clerk for full time employment. Compensation will be commensurate with qualifications and experience. Compliance with the New Jersey Rules of Court, Supreme Court Orders and guidelines, Administrative Directives, laws and established policies and procedures governing the operation of the Municipal Court in this vicinage is required.

Experience in court administration, case flow management, working knowledge of ATS/ACS, eMACS, PCSAM systems preferred. Must possess the ability to work with the general public, staff and professionals and to perform related duties as required. Knowledge of video communications and virtual court platforms such as Microsoft Teams and ZOOM are preferred.

Experience

One (1) year of experience in work related to the operation of a court, law enforcement agency, law office or government agency, or office environment, including the preparation and/or processing of legal documents, preferred.

Please submit cover letter and current resume by April 11, 2025 to:

Daniela Cordero, CMCA
Certified Municipal Court Administrator
daniela.cordero@njcourts.gov

and Ellen Marinaccio, CMCA
Municipal Division Manger
Somerset/Hunterdon/Warren Vicinage
Ellen.marinaccio@njcourts.gov

****No telephone calls, please****

When submitting your resume and cover letter, kindly reference the name of the municipality.

The Township of Bedminster 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.