

Municipal Court Career Opportunity

Municipality:	Belmar Municipal Court
Vicinage:	Monmouth
Position Title:	Violations Clerk
Posting Date:	3/25/2025
Closing Date:	4/5/2025
Salary:	Commensurate With Experience

POSITION DESCRIPTION AND REQUIREMENTS

Belmar Municipal Court is seeking a motivated, qualified self-starter to perform detailed Municipal Court clerical work under the direction of the Certified Municipal Court Administrator and Municipal Court Judge.

Candidate must be courteous and able to deal effectively with the public and co-workers. Applicants should be detail oriented and have strong customer service, communication and telephone skills, and the ability to work under pressure while maintaining composure in difficult situations. Prior knowledge of the Municipal Court system is helpful but not necessary.

Responsibilities include, but are not limited to answering telephone inquiries, entry of traffic and criminal filings into the judiciary computer system, payment processing, customer service, data entry, filing, and other projects as assigned by the Court Administrator.

Candidates must comply with the Code of Conduct of Judiciary Employees and be willing to attend Principles of Municipal Court Administration classes. Applicants will need a smartphone to download the Microsoft Authenticator app as required.

Those interested in applying may email letter of interest, resume and salary requirements to patty.white@njcourts.gov

Belmar Municipal Court is an Equal Opportunity /Affirmative Action Employer

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