

<b>MUNICIPAL COURT CAREER OPPORTUNITY</b>
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**Municipality:** Brick Township

**Vicinage:** Ocean County

**Position Title:** Part Time Violations Clerk

**Posting Date:** November 4, 2024

**Deadline Date:** November 18, 2024

**Salary:** \$16 to \$20 per hour, up to 28 hours per week

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### **POSITION DESCRIPTION AND REQUIREMENTS**

The Township of Brick is seeking a qualified, motivated, self-starter to perform detailed clerical work under the general direction of the Municipal Court Administrator. Candidates must have excellent communication skills and be willing to participate in “Principals for Municipal Court Administration” training classes virtually. Responsibilities include but are not limited to answering telephone and walk-in inquiries from the public, attorneys and litigants, maintain and file court documents; receive payments of fines, attend court sessions, perform related duties as necessary.

Comply with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Employees are subject to pre-employment screening.

Please email cover letter and resume to the attention of:

Michele Fraiser, CMCA  
[Michele.Fraiser@njcourts.gov](mailto:Michele.Fraiser@njcourts.gov)

**The Township of Brick 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.**