

# Municipal Court Career Opportunity

**MUNICIPALITY:** City of Cape May  
**VICINAGE:** Atlantic/Cape May  
**POSITION TITLE:** Seasonal Keyboarding Clerk I  
**POSTING DATE:** 3/19/2025  
**DEADLINE DATE:** 4/19/2025  
**SALARY RANGE:** COMMENSURATE WITH EXPERIENCE

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## **POSITION DESCRIPTION AND REQUIREMENTS**

**JOB DUTIES:** Data entry related duties, answering phones, filing, violation window assistance, electronic recording, post office runs, and other court related duties.

**REQUIREMENTS:** Knowledge of computers. Individual should be available to work May 2025 - November 2025.

Please visit <https://www.capemaycity.com/jobs> for more information and to download an application. For inquiries, call 609-884-9536. Please send all applications and resumes to [employment@capemaycity.com](mailto:employment@capemaycity.com) Cape May City 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.