

# Municipal Court Career Opportunity

**MUNICIPALITY:** Franklin Joint Municipal Court (0805)

**VICINAGE:** Cumberland, Gloucester, and Salem Counties

**POSITION TITLE:** Part Time Violations Clerk

**POSTING DATE:** February 26, 2025

**DEADLINE DATE:** March 14, 2025

**SALARY:** Minimum Wage

## **POSITION DESCRIPTION AND REQUIREMENTS**

The Franklin Township Joint Municipal Court, located in Gloucester County, is seeking a qualified, self-motivated, independent, and detail-oriented individual to serve as a Part-Time Violations Clerk. The selected candidate will report and perform under the direction of the Municipal Court Administrator and the Municipal Court Judge.

Responsibilities include, but are not limited to, answering telephone inquiries, processing payments, data entry, maintaining files, scheduling, strong customer service capabilities and money handling skills. Municipal Court experience, knowledge of Virtual Court, ZOOM, TEAMS and Microsoft Office is preferred, but not required. Must be able to work within a fast-paced environment.

The successful candidate will be required to attend Principles of Municipal Court Administration classes and 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.

**Mail or email application and resume to:**

Tracey A. Bleda, CMCA  
Franklin Joint Municipal Court  
1571 Delsea Drive  
Franklinville, NJ 08322  
[tracey.bleda@njcourts.gov](mailto:tracey.bleda@njcourts.gov)

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