

Municipal Court Career Opportunity

MUNICIPALITY: Hanover Township
VICINAGE: Morris / Sussex
POSITION TITLE: Violations Clerk
POSTING DATE: October 29, 2024
CLOSING DATE: November 13, 2024
SALARY: \$19-\$25.00 Per Hour – Part-time

POSITION DESCRIPTION AND REQUIREMENTS

The Hanover/ E. Hanover Shared Municipal Court is seeking to hire an energetic, self-motivated, customer service, and detail-oriented individual to fill the part-time position of Violations Clerk. The Violations Clerk will be under the supervision of the Municipal Court Administrator. Responsibilities include but are not limited to assisting the Municipal Court Administrator with data entry, collecting fees for traffic, criminal, and other penalty enforcement violations. Will be required to perform clerical work such as filing, calendaring, proofreading, certifying, drafting, and answering correspondence, reports etc. May be called upon to assist the public with general court inquiries.

Must be flexible and available to work up to 28 hours a week, Monday through Friday; and must be available for court sessions which may go into early evening on Mondays.

Qualified candidates must complete an application available at www.hanovertownship.com under Employment Opportunities. Please send completed application and resume to:

Mary Sue D'Amore, Manager of Human Resources
Township of Hanover
1000 Route 10
P.O. Box 250
Whippany, N.J. 07981-0250
E-Mail Address: MSDAmore@hanovertownship.com

Hanover Township 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.