

Municipal Court Career Opportunity

MUNICIPALITY: Burlington Township and Burlington City Municipal Court

VICINAGE: Burlington

POSITION TITLE: Violations Clerk

POSTING DATE: 01/24/2025

DEADLINE DATE: Open Until Filled

STARTING SALARY: Commensurate With Experience

POSITION DESCRIPTION AND REQUIREMENTS

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, telephone skills for the fast-paced office, the ability to work under pressure and maintain composure in difficult situations and personalities. Applicants must have excellent computer skills and strong knowledge of Word, and Excel. Applicants must take and pass Principles of Court Administration I and II to become proficient in the Municipal Court system. Prior knowledge is helpful but not necessary. A professional with strong organizational, multi-tasking, data entry and computer skills is needed such as keyboarding, scanning and generating documents. ATS/ACS, eMACS, PCSAM/Page Center knowledge preferred but not required. Experience in the operation of virtual court session platforms such as ZOOM. 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 special projects as assigned by the Court Administrator.

Candidates must comply with the Code of Conduct of Judiciary Employees. Candidates must be available to work Monday through Friday 8:00am-4:00pm (or until court ends).

Those interested in applying may do so on the Human Resources page of the Burlington Township website.

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.