

MUNICIPAL COURT CAREER OPPORTUNITY

Municipality: Little Egg Harbor/Eagleswood Municipal Court

Vicinage: Ocean County

Position Title: Violations Clerk

Posting Date: 10/24/2024

Deadline Date: 11/06/2024

Salary: Start \$15.13/hour after 180 days \$15.63

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Little Egg Harbor and Eagleswood Municipal Court is seeking a qualified, motivated, and organized violations clerk with excellent writing and communication skills to work under the general direction of the Municipal Court Administrator. Candidate should have experience and knowledge of ATS/ACS systems, sound recording and have excellent customer service skills. Responsibilities include but are not limited to: answering telephone and walk-in inquiries; maintaining files and records for accuracy; processing payments; ATS/ACS disposition data-entry; proper case scheduling; daily reconciliations; performs related duties as required. Candidates must comply with the Code of Conduct of Judiciary Employees and be willing to attend Principles of Municipal Court Administration training classes.

Please email cover letter and resume to the attention of:
Katie Baker – hr@leht.com

The Township of Little Egg Harbor and Eagleswood 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.