

Municipal Court Career Opportunity

MUNICIPALITY: Logan Township Municipal Court (0809)

VICINAGE: Cumberland, Gloucester, and Salem Counties

POSITION TITLE: Part Time Violations Clerk

POSTING DATE: November 18, 2024

DEADLINE DATE: November 25, 2024

SALARY: \$22.00 hr.

POSITION DESCRIPTION AND REQUIREMENTS

The Logan Township Municipal Court, located in Gloucester County, is seeking a qualified, self-motivated, 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 and TEAMS is preferred, but not required. Bilingual candidate required.

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:
Logan Township Municipal Court
c/o Jordan Higgins, MCA
PO Box 314, 125 Main Street
Bridgeport, NJ 08014
Jordan.Higgins@njcourts.gov

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