

Municipal Court Career Opportunity

MUNICIPALITY: Mid Salem Joint Municipal Court (Woodstown 1715)

VICINAGE: Cumberland, Gloucester, and Salem Counties

POSITION TITLE: Violations Clerk Part Time

POSTING DATE: November 15, 2022

DEADLINE DATE: December 10, 2022

SALARY: \$24,100

POSITION DESCRIPTION AND REQUIREMENTS

The Mid Salem Joint Municipal Court, located in Salem 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 and scheduling. Excellent written and oral communication skills are required. Municipal Court experience, knowledge of Virtual Court, ZOOM and TEAMS is preferred, but not required.

The successful candidate 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.

Please send resume and cover letter to:

Mid Salem Joint Municipal Court
c/o Barbara Garozzo, CMCA
25 West Avenue Woodstown, NJ 08098
barbara.garozzo@njcourts.gov

The Mid Salem Joint Municipal Court 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.