

Municipal Court Career Opportunity

MUNICIPALITY: Milltown Borough
VICINAGE: Middlesex County

POSITION TITLE: Violations Clerk

POSTING DATE: January 13, 2025
DEADLINE DATE: January 27, 2025

SALARY: Commensurate with experience

POSITION DESCRIPTION AND REQUIREMENTS

The Milltown Borough Municipal Court is seeking to hire a qualified individual for the position of Violations Clerk. The successful candidate will work under the direction of the Municipal Court Judge and Municipal Court Administrator.

Candidate must have the following: excellent customer service, writing and communication skills, detail oriented and organizational skills, a great work ethic, and must be self-motivated. Experience and knowledge of ATS/ACS, MACS/PCSAM, Page Center, Reports On Demand, eCDR, and eCourts; other computer applications is a plus and a strong knowledge of Criminal Justice Reform.

Job responsibilities include, but are not limited to: ATS/ACS disposition entry, answering telephone and walk-in inquiries, accepting payments/bail processing, performing data entry, proper case scheduling, organizing and maintaining files of records, complaint processing, providing information to attorneys, defendants and other government agencies, preparing and reviewing daily, weekly and monthly reports, drafting correspondence, responding promptly to Division inquires and correspondence of both a routine and confidential nature, perform related clerical duties as required and maintaining the integrity of the Judiciary. Virtual Court Experience is preferred. Experience in case flow management is a plus.

Candidate must comply with the New Jersey Rules of the Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts.

Completion of Principles of Municipal Court Administration (POMCA) Levels I and II are a plus.

The hiring process will comply with Rule 1:34-3 adopted September 13, 2011.

Please send resume via email by January 27, 2025, or via mail (**post marked by January 24th**) to:

Attn: Personnel Committee
Borough Clerk's Office
39 Washington Avenue
Milltown New Jersey, 08850
Milltownjobs@milltownboro.com

And send a copy via email to:

Cassandra Garrick, Court Administrator at cassandra.garrick@njcourts.gov

All applicants must fill out a job application located on the borough website to be considered for the position.

The Borough of Milltown 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.