

Municipal Court Career Opportunity

MUNICIPALITY: Township of Montclair
COURT: Montclair Municipal Court
VICINAGE: Essex County
POSITION TITLE: Violations Clerk (Part-Time)
POSTING DATE: November 15, 2024
CLOSING DATE: Open Until Filled

POSITION DESCRIPTION AND REQUIREMENTS

Overview:

Under direction of the Municipal Court Judge and Court Administrator, the Violations Clerk performs the work involved in collecting fees for traffic and other violations payable through the Municipal Court; performs other court related duties as assigned.

Duties:

Data entry into the court's computer system including names of traffic violators, their addresses, amounts of fines and dates of payments in computer system. Prepare reports and statements; reviews, checks, and certifies reports, applications, and other documents. Handles special requests for information in accord with prescribed rules and regulations. Receives, reviews, and adjusts complaints; answers inquiries and handles correspondence. Makes decisions requiring thorough knowledge of the organization. Maintains, classifies, indexes, and cross-references records and files. May attend court sessions.

Requirements:

High school diploma or equivalent required; two (2) years of recordkeeping experience. Evening hours may be required one to two times per month. Successful candidate will possess strong computer skills, be an excellent team player, organized and detail oriented. New Jersey Municipal Court experience is preferred.

Salary: Hourly Rate: \$20.70 – \$29.23; part-time; not to exceed twenty-eight (28) hours per week.

Apply: Please apply online through the Employment/Human Resources section of the Township of Montclair website at: www.montclairnjusa.org

Closing Date: This job posting will remain open until filled; the Township reserves the right to offer the position at any time during the recruitment process.

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

The Township of Montclair is an Equal Opportunity Employer