

# Municipal Court Career Opportunity

**MUNICIPALITY:** Mt. Olive Township  
**VICINAGE:** Morris / Sussex  
**POSITION TITLE:** Violations Clerk (Full-Time)  
**POSTING DATE:** February 19, 2025  
**CLOSING DATE:** March 12, 2025  
**SALARY:** \$45,000.00

---

## POSITION DESCRIPTION AND REQUIREMENTS

**VIOLATIONS CLERK (FULL-TIME)** – Mt. Olive /Netcong Shared Municipal Court in Morris County is seeking to hire an energetic, self-starter, customer service, and detail-oriented individual to fill the position of Violations Clerk. The Violations Clerk will be under the supervision of the Municipal Court Administrator. Responsibilities include but are not limited to assisting the Municipal Court Administrator with data entry, collecting fees for traffic, criminal, and other penalty enforcement violations. Will be required to perform clerical work such as filing, calendaring, proofreading, certifying, drafting, and answering correspondence, reports etc. May be called upon to assist the public with general court inquires.

As court sessions are conducted virtually, candidates with experience operating video conferencing platforms such as ZOOM and or Microsoft TEAMS is preferred but not required.

Court Office Hours are Monday – Friday 8:30 a.m. – 4:30 p.m.

Availability for court sessions are a must.

**Please send cover letter and résumé to:**

Mary Sherman, C.M.C.A.  
[Mary.Sherman@njcourts.gov](mailto:Mary.Sherman@njcourts.gov)

**No telephone calls, please.**

**Mt. Olive Township 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.