

Municipal Court Career Opportunity

MUNICIPALITY: Borough of North Plainfield/Watchung
VICINAGE: Somerset/Hunterdon/Warren Vicinage
POSITION TITLE: Full-time Violations Clerk
POSTING DATE: February 4, 2025
DEADLINE DATE: March 4, 2025
SALARY RANGE: \$36,000 to \$46,000

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of North Plainfield/Watchung is seeking a qualified individual to serve as a full-time Violations Clerk. Compensation will be commensurate with qualifications and experience. Compliance with the New Jersey Rules of Court, Supreme Court Orders and Guidelines, Administrative Directives, laws and established policies and procedures governing the operation of the Municipal Court in this vicinage is required.

Experience in court administration, case flow management, working knowledge of ATS/ACS, eMACS, PCSAM systems preferred. Candidates must be courteous and possess the ability to work with effectively with the public, staff and professionals. Knowledge of video communications and virtual court platforms such as Microsoft Teams and ZOOM are preferred.

Experience

One (1) year of experience in work related to the operation of a court, law enforcement agency, law office or government agency, or office environment, including the preparation and/or processing of legal documents, preferred.

Please submit cover letter, current résumé on or before **March 4, 2025** to:

Jodi Mack, CMCA

Email: jodi.mack@njcourts.gov

Ellen Marinaccio, V13 Municipal Division Mgr.

Email: ellen.marinaccio@njcourts.gov

Kindly reference the **North Plainfield/ Watchung VC position** in your email.

****No telephone calls, please****

The Borough of North Plainfield/Watchung 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.