

# Municipal Court Career Opportunity

## Civil Service

**JURISDICTION:** Court of the Palisades Interstate Park

**VICINAGE:** Bergen Vicinage

**POSITION TITLE:** Part-Time Violation Clerk  
(28hrs. or Less/Week)

**POSTING DATE:** March 20, 2025

**DEADLINE DATE:** April 9, 2025

**SALARY RANGE:** \$24.00/Hour

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### **POSITION DESCRIPTION AND REQUIREMENTS**

The Palisades Interstate Park Commission is seeking a qualified, motivated, self-starter, to perform detailed court clerical work involving the collection of fees for traffic violations, working under the general direction of the Court Administrator. Candidate must have considerable experience and knowledge of EMACS, Enterprise Portal Systems, PCSAM, sound recording, Zoom and have excellent customer service skills. Responsibilities include, but are not limited to: answering telephone inquiries from public and walk-in inquiries regarding the Violations Bureau; maintains, classifies, indexes and cross-references records and files for accuracy; receives fines and costs in non-indictable offenses, subject to the limitations as provided by law or Part VII of the Rules of Court or Statewide Violation Bureau Schedule; acceptance of appearance, waivers of trial, pleas of guilty and payments; complies with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts; attend court sessions. Performs related duties, as required.

**\*\*Schedule varies, including some evenings, training will be provided.**

**\*\*This is an onsite position.**

Please submit cover letter and current resume to:

Melissa Aponte, Court Administrator  
Palisades Interstate Park Commission  
1 Alpine Approach Road  
Alpine, New Jersey 07620  
E-Mail: [Melissa.Aponte@njcourts.gov](mailto:Melissa.Aponte@njcourts.gov)

### **NO PHONE CALLS, PLEASE**

**\*\* NOTE:** The above local job posting was submitted to the vicinage by the **Palisades Interstate Park Commission** and is a State job posting.