

# Municipal Court Career Opportunity

**MUNICIPALITY:** Sparta Township  
**VICINAGE:** Morris / Sussex  
**POSITION TITLE:** Violations Clerk (Full- Time)  
**POSTING DATE:** January 10, 2025  
**CLOSING DATE:** January 24, 2025  
**SALARY:** Commensurate with Experience

---

## POSITION DESCRIPTION AND REQUIREMENTS

**VIOLATIONS CLERK (FULL-TIME)** – Sparta Township Shared Municipal Court (Sparta Township, Hamburg and Ogdensburg Boroughs), in Sussex 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, résumé, and salary requirements to:**

Bonnie Messina, C.M.C.A.  
[Bonnie.Messina@njcourts.gov](mailto:Bonnie.Messina@njcourts.gov)

**No telephone calls, please.**

**Sparta 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.