

Municipal Court Career Opportunity

MUNICIPALITY: WAYNE

VICINAGE: PASSAIC

POSITION TITLE: VIOLATIONS CLERK

POSTING DATE: December 30, 2024

DEADLINE DATE: January 20, 2025

SALARY RANGE: (DEPENDING ON EXPERIENCE)

POSITION DESCRIPTION AND REQUIREMENTS

The Wayne Municipal Court is seeking to hire an experienced Violations Clerk. Under the direction of the Municipal Court Judge and Court Administrator, performs daily functions of the Municipal Court and other work as assigned. Candidate must be courteous and able to deal effectively with the public and co-workers. Applicants should be detail-oriented and have strong customer service, communication, telephone skills for the fast-paced office, the ability to work under pressure and maintain composure in difficult situations and personalities. Applicants must have excellent computer skills and strong knowledge of Word, Excel and PowerPoint programs. Applicants must take and pass Principles of Court Administration I and II to become proficient in the Municipal Court system. Prior knowledge is helpful but not necessary.

Responsibilities include, but are not limited to, payment processing, customer service, data entry, filing and special projects as assigned by the Court Administrator.

Candidates must comply with the Code of Conduct of Judiciary Employees. Candidates must be available to work Monday through Friday 8:30am-4:30pm (or until court ends). Those interested in applying may do so on the Human Resources page of the Wayne Township website listed below:

www.waynetownship.com

The Township of Wayne 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.