

Municipal Court Career Opportunity

MUNICIPALITY: Denville Township
VICINAGE: Morris / Sussex
POSITION TITLE: Violations Clerk
POSTING DATE: July 16, 2024
CLOSING DATE: August 2, 2024
SALARY: \$40,000 - \$42,500

POSITION DESCRIPTION AND REQUIREMENTS

VIOLATIONS CLERK (FULL-TIME) – Denville/ Mountain Lakes Shared Municipal Court in Morris County is seeking to hire an energetic self-starter who is detail oriented and excels at customer service 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. The selected candidate will be required to perform clerical work such as filing, calendaring, proofreading, certifying, drafting, and answering the telephone, and email inquiries. Among other tasks, the violations clerk will 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 8:00 am – 4:00 p.m.

Availability for court sessions are a must. Court is held on Thursdays. Court sessions may extend past the normal closing hour of 4:00 p.m.

Please send resume to :

Erin Geiger, CMCA

Denville/Mt. Lakes Shared Mun. Ct

erin.geiger@njcourts.gov

Steve Ward, Business Administrator

sward@denvillenj.org

Rebecca Muller, MDM

Rebecca.Muller@njcourts.gov

No telephone calls, please.

Denville 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.