

Municipal Court Career Opportunity

MUNICIPALITY: Emerson Municipal Court

VICINAGE: Bergen Vicinage

POSITION TITLE: Part Time Violations Clerk

POSTING DATE: October 1, 2024

DEADLINE DATE: November 1, 2024

SALARY RANGE: \$25/hr. (10 Hours/Week)

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Emerson is seeking a qualified, motivated, self-starter, to perform detailed municipal court clerical work involving the collection of fees for traffic violations, working under the general direction of the Certified Municipal 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 Violations 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.

Kindly submit cover letter and current resume to:

Robert G. Hermansen, Borough Administrator

Email: administrator@emersonnj.org

Laurel Carnazza, C.M.C.A.

Email: laurel.carnazza@njcourts.gov

NO PHONE CALLS, PLEASE

The Borough of Emerson is an Equal Opportunity Employer.

The Borough reserves the right to conduct interviews and hire prior to the deadline.

NOTE: The above local job posting was submitted to the vicinage by the local municipality and is **not** a State job posting.