

Municipal Court Career Opportunity

MUNICIPALITY: Borough of Far Hills
VICINAGE: Somerset/Hunterdon/Warren Vicinage
POSITION TITLE: Part-time Violations Clerk
POSTING DATE: 9/12/2024
DEADLINE DATE: 10/12/2024
SALARY RANGE: \$20.00 - \$25.00 per hour
8-10 hours per week

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Far Hills, County of Somerset, State of New Jersey seeks a Violations Clerk for part-time employment. Compensation will be commensurate with qualifications and experience. Compliance with the New Jersey Rules of Court, Supreme Court Orders and Guidelines, Administrative Directives, laws and established policies and procedures governing the operation of the Municipal Court in this vicinage is required.

Experience in court administration, case flow management, working knowledge of ATS/ACS, eMACS, PCSAM systems preferred. Must possess the ability to work with the general public, staff and professionals and to perform related duties as required. Knowledge of video communications and virtual court platforms such as Microsoft Teams and ZOOM are preferred.

Experience

One (1) year of experience in work related to the operation of a court, law enforcement agency, law office or government agency, or office environment, including the preparation and/or processing of legal documents, preferred.

Please submit cover letter, current résumé and salary requirements by or before October 12, 2024 to:

Dorothy S. Hicks, RMC
Borough Clerk
Borough of Far Hills
DHICKS@FARHILLSNJ.ORG

and

Ellen Marinaccio, CMCA
Municipal Division Manager
Somerset/Hunterdon/Warren Vicinage
ELLEN.MARINACCIO@NJCOURTS.GOV

Kindly reference the Borough of Far Hills VC position in your email.

****No telephone calls, please****

The Borough of Far Hills 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.