

Municipal Court Career Opportunity

MUNICIPALITY: Franklin Township
VICINAGE: Somerset/Hunterdon/Warren Vicinage
POSITION TITLE: Full-time Violations Clerk
POSTING DATE: September 6, 2024
DEADLINE DATE: October 5, 2024
SALARY RANGE: \$40,000.00 - \$50,000.00

POSITION DESCRIPTION AND REQUIREMENTS

The Franklin Township/Millstone Borough, County of Somerset, State of New Jersey seeks a Violations Clerk for full-time employment. Compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Court in this vicinage is required.

Must possess the ability to work with the general public, staff and professionals and to perform related duties as required. Responsibilities include, but are not limited to answering correspondence, telephone and walk-in inquiries regarding court related matters, data entry, maintaining accurate records, filing, scheduling court appearances, accepting payments.

Experience in work related to the operation of a court, law enforcement agency, law office or government agency, including the preparation and/or processing of legal documents preferred.

ATS/ACS, MACS/PCSAM, PageCenter and ZOOM experience preferred. Proficiency in Spanish a plus.

Please submit cover letter and current resume by or before October 5, 2024, to:

Raven Williams
Human Resources Officer
Franklin Township
Human.resources@franklinnj.gov
Fax: (732) 993-1831

and

Ellen Marinaccio, CMCA
Municipal Division Manager
Somerset/Hunterdon/Warren Vicinage
ellen.marinaccio@njcourts.gov

Please note “Franklin Township VC position” when submitting resume and cover letter.

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

The Township of Franklin 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.