

Municipal Court Career Opportunity

MUNICIPALITY: SHARED COURTS OF HIGHLANDS & SEA BRIGHT
MUNICIPAL COURTS

VICINAGE: MONMOUTH

POSITION TITLE: VIOLATIONS CLERK – PART TIME (20 HOURS PER WEEK)

POSTING DATE: JANUARY 17, 2025

DEADLINE DATE: FEBRUARY 7, 2025

SALARY RANGE: \$17 - \$20.00/HOUR (Commensurate with experience)

POSITION DESCRIPTION AND REQUIREMENTS

The Shared Municipal Courts of Highlands and Sea Bright is seeking a qualified individual to perform detailed municipal court clerical work with strong customer service skills. Responsibilities include but are not limited to data entry, maintaining accurate records, filing, scheduling appearances, correspondence, recording payments, sound recording, and related duties as required for this court office.

Successful candidates should possess experience in customer service, detail oriented work, handling money and financial transactions. Knowledge of ATS/ACS/MACS is preferred. Applicant must be willing to attend POMCA/Training classes when required. 20 hours a week include court sessions (once or twice a month on Wednesdays after 4:00 PM). Hours may increase in the Summer.

Please submit cover letter and current resume to:

Sandra Akes, Court Administrator @
Sandra.Akes@njcourts.gov

The Highlands Municipal Court 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.