

Municipal Court Career Opportunity

MUNICIPALITY: Mansfield Township

REPOST

VICINAGE: Somerset/Hunterdon/Warren Vicinage

POSITION TITLE: Full-time Violations Clerk

POSTING DATE: September 4, 2024

DEADLINE DATE: October 4, 2024

SALARY RANGE: \$35,000 to \$45,000 annually

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Mansfield is seeking a qualified individual for the position of Violations Clerk for the shared courts of Mansfield Township, Oxford Borough, Washington Township and Washington Borough (Warren County), State of New Jersey. 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.

This is a civil service position.

Please submit cover letter, current résumé, and salary requirements by or before October 4, 2024, to:

Orchid Santana, CMCA
Court Administrator
orchid.santana@njcourts.gov

and

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

Kindly reference the Mansfield Twp. Shared Courts VC position in your email.

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

The Township of Mansfield 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.