

MUNICIPAL COURT CAREER OPPORTUNITY

MUNICIPALITY: NEWARK
VININAGE: ESSEX COUNTY
POSITION TITLE: MUNICIPAL COURT ATTENDANT
POSTING DATE: SEPTEMBER 30, 2024
DEADLINE DATE: OCTOBER 11, 2024
SALARY: \$41,090.90

The Newark Municipal Court is seeking a **qualified, motivated, and detail-oriented individual** to fill the position of **Court Attendant**. The ideal candidate is a self-starter with excellent communication skills, a team player mentality, and a strong sense of responsibility.

Key Responsibilities:

- Assist with **courtroom management**, ensuring smooth daily operations.
- Maintain **order and decorum** in the courtroom.
- Prepare and maintain **accurate records and essential files** in compliance with court regulations.
- **Prepare daily courtroom calendars**, ensuring proper scheduling of cases.
- File and organize **simple, clear, and sound** documents.
- Collaborate effectively with court personnel, including judges and court staff
- Perform **additional duties** as required for courtroom operation.

Required Skills and Qualifications:

- Strong **attention to detail** and organizational skills.
- **Excellent communication** abilities, both written and verbal.
- Ability to work independently as well as part of a **team**.
- Proficiency in maintaining and preparing **accurate records**.

Residency Requirement:

Pursuant to Section 2:14-1 of the Newark Administrative Code, all persons newly hired must be or become a bona fide resident of the City of Newark.

Please submit your **resume** to NewarkMC@ci.newark.nj.us.

Deadline for applications: October 11, 2024