

Municipal Court Career Opportunity

MUNICIPALITY: North Brunswick
VICINAGE: Middlesex County

POSITION TITLE: Clerk 1 Full-Time

POSTING DATE: 1/21/2025
DEADLINE DATE: 2/4/2025
SALARY: \$31,200 to \$48,000

Work Week: Monday – Friday
Work Week Hours: 8:30am – 4:00pm (or as assigned)

POSITION DESCRIPTION AND REQUIREMENTS

The North Brunswick Municipal Court is seeking to hire an eager individual for the position of Clerk 1. The successful candidate will work under the direction of the Municipal Court Judge and Court Administrator. Candidate must have excellent customer service, writing and communication skills, be motivated and be a self-starter. Must be available to work evening court sessions if the need arises within the court.

Responsibilities include, but are not limited to accepting payments/bail processing, complaint processing, responding to public inquiries, providing information to attorneys, defendants and other government agencies; preparing and reviewing daily, weekly and monthly reports, drafting correspondence, performing data entry, managing municipal staff, responding promptly to Division inquires, excellent customer service and maintain the integrity of the judiciary; must have working knowledge of court financial records; must comply with the New Jersey Rules of the Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required. With most of the job function requiring usage of various software, interested candidates must excel in areas of technology. In addition, candidates must be able to demonstrate they are eager and willing to learn government rules and regulations. Municipal Court experience is a plus.

The hiring process will comply with Rule 1:34-3 adopted September 13, 2011.

Please send resume via email and attached with online employment application by February 4th, or via mail (**post marked by February 1st**).

Please send a copy via email to:

Margaret Shimalla, Court Administrator at margaret.shimalla@njcourts.gov

Municipal Benefits:

The position Clerk 1 is covered by the provisions afforded under the collective bargaining agreement with Local 108 Clerical Union.

Application:

Interested parties are invited to fill out an employment application on the Township website at

<https://www.primepoint.net/Recruitment/#/NBRTWP/home>

Job Requirements:

Must comply with requirements set for under New Jersey Civil Service Commission Title 01245 for Clerk 1.

The Borough of North Brunswick 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.