

Municipal Court Career Opportunity

MUNICIPALITY: Parsippany Troy Hills Township
VICINAGE: Morris / Sussex
POSITION TITLE: Violations Clerk **Full-Time**
POSTING DATE: October 18, 2024
CLOSING DATE: November 8, 2024
SALARY: Pursuant to Ordinance - (**\$15.00-\$25.00 PER HOUR**)

POSITION DESCRIPTION AND REQUIREMENTS

Experience preferred. Under the supervision of court administrator and deputy court administrator responsibilities will include but are not limited to data entry, collection of fees for traffic, criminal and other penalty enforcement violations; perform related types of clerical tasks including filing, creating and monitoring the court calendar, review and certifying reports, accepting payments and bail, scheduling cases, preparing certified dispositions, and or applications and other court documents for accuracy. May be required to address inquiries from the public regarding tickets and complaints in accordance with prescribed rules and regulations, answering the telephones and perform related duties as required.

Court Office Hours: 8:30 a.m. – 4:30 p.m., Monday – Friday.

Qualified applicants are to send a cover letter and resume to:

Hank Sunyak, Personnel Administrator
Twp. of Parsippany-Troy Hills
1001 Parsippany Blvd
Parsippany, NJ 07054

And to:

Alvaro Leal, CMCA, Alvaro.Leal@njcourts.gov

No telephone calls, please.

Parsippany Township 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.