

Municipal Court Career Opportunity

MUNICIPALITY: Point Pleasant Borough
VICINAGE: Ocean
POSITION TITLE: Part-time Violations Clerk
POSTING DATE: 9/13/2024
DEADLINE DATE: 10/4/2024
SALARY RANGE: \$75.00 Per Court Session & \$18.00 Hr. for Office Coverage

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Point Pleasant is seeking a qualified, motivated, and organized violations clerk with excellent writing and communication skills to work under the general direction of the Municipal Court Administrator. Candidate must have excellent customer service skills. Responsibilities include but are not limited to answering telephone and walk-in inquiries; maintaining files and records for accuracy; processing payments; data-entry; proper case scheduling; daily reconciliations; perform related duties as required. Candidates must comply with the Code of Conduct of Judiciary Employees and be willing to attend Principles of Municipal Court Administration training classes. Experienced individuals preferred.

There are 24 yearly court sessions with the possibility of 4 additional quarterly sessions as needed.

Please send resume by Friday October 3, 2024, to: Robert Michalkowski
Robert.Michalkowski@njcourts.gov

The Borough of Point Pleasant 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.