

# Municipal Court Career Opportunity

**MUNICIPALITY:** POMPTON LAKES

**VICINAGE:** PASSAIC

**POSITION TITLE:** FULL-TIME VIOLATIONS CLERK

**POSTING DATE:** September 23, 2024

**DEADLINE DATE:** October 11, 2024

**SALARY RANGE:** \$41,234.00

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Borough of Pompton Lakes, State of New Jersey, seeks a Violations Clerk for full-time employment. Compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Court in this vicinage is required. Must possess the ability to work with the general public, staff and professionals and to perform related duties as required. Responsibilities include, but are not limited to answering correspondence, telephone and walk-in inquiries regarding court related matters, data entry, maintaining accurate records, filing, scheduling court appearances, accepting payments, and performing related duties as required.

Experience: One (1) year of experience in work related to the operation of a court, law office, or government office, or office environment, including the preparation and/or processing of legal documents, preferred. ATS/ACS, eMACS/PCSAM, PageCenter, Sound recording and ZOOM experience preferred. Professional working proficiency in Spanish a plus.

Please submit cover letter and current resume by or before October 11<sup>th</sup>, 2024, to:

Joseph Kelly-Iasparri, CMCA  
Administrator

[Joseph.kellyiasparri@njcourts.gov](mailto:Joseph.kellyiasparri@njcourts.gov)

Fax: 973-835-7401

&

Michael Carelli, Borough

[Administrator@pomptonlakes-nj.gov](mailto:Administrator@pomptonlakes-nj.gov)

**Please note "Pompton Lakes VC Position" when submitting resume and cover letter.**

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

**The Borough of Pompton Lakes is an Equal Opportunity Employer.**

**The municipality reserves the right to interview candidates prior to the posting deadline.**

**\*\* NOTE: The above local job posting was submitted to the vicinage by the local municipality  
and is not a State job posting.**