

Municipal Court Career Opportunity

MUNICIPALITY: Village of Ridgewood
VICINAGE: Bergen
POSITION TITLE: Key Boarding Clerk 1
POSTING DATE: September 30th, 2024
DEADLINE DATE: October 11th, 2024
SALARY RANGE: Starting Annual Salary \$43,000

Position Description and Requirements

The Village of Ridgewood is seeking a qualified, motivated, self-starter, to perform detailed municipal court clerical work involving the collection of fees for traffic violations, working under the general direction of the Municipal Court Administrator. Must have excellent communication skills, strong interpersonal skills, be detail oriented, well organized, and able to multi-task. Must interact professionally with the public and various departments. Proficiency in Word/Excel, as well as excellent keyboarding skills required. Responsibilities include, but are not limited to: answering telephone inquiries from public and walk-in inquiries regarding the Violations Bureau; maintains, classifies, indexes and cross-references records and files for accuracy; receives fines and costs in non-indictable offenses, subject to the limitations as provided by law or Part VII of the Rules of Court or Statewide Violation Bureau Schedule; acceptance of appearance, waivers of trial, pleas of guilty and payments; complies with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts; attend court sessions. Performs related duties, as required.

Please submit cover letter and resume via regular mail or email by the deadline to:

Aarika Will, CMCA
Village of Ridgewood
131 N. Maple Ave.
Ridgewood, NJ 07450
Email: aarika.will@njcourts.gov
No phone calls please.

The Village of Ridgewood 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 of New Jersey job posting.