

MUNICIPAL COURT CAREER OPPORTUNITY

Municipality: Seaside Heights Municipal Court
Vicinage: Ocean County
Position Title: Violations Clerk
Posting Date: June 24th, 2024
Deadline Date: July 8th, 2024
Salary: \$40,000.00

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Seaside Heights Municipal Court 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 should have experience and knowledge of ATS/ACS systems, sound recording and 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; ATS/ACS disposition data-entry; proper case scheduling; daily reconciliations; performs 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.

Please email cover letter and resume to the attention of:

Victoria Coppola, RMC, CMR
100 Grant Avenue
Seaside Heights, NJ 08751
vcoppola@seaside-heightsnj.org

The Borough of Seaside Heights 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.