

Municipal Court Career Opportunity

MUNICIPALITY: Shared Municipal Courts of Tinton Falls, Eatontown and Monmouth Beach

VICINAGE: Monmouth

POSITION TITLE: Full Time Violations Clerk

POSTING DATE: June 10, 2024

DEADLINE DATE: Open until filled

SALARY RANGE: \$47,437.00

POSITION DESCRIPTION AND REQUIREMENTS

The Shared Municipal Courts of Tinton Falls, Eatontown and Monmouth Beach is looking for a Violations Clerk to work under the general direction of the Municipal Court Judge(s) and Court Administrator. Applicants should be motivated, detail oriented, have strong customer service skills, experience in handling cash and knowledge of ATS/ACS, MACS is preferred but not exclusionary. Responsibilities include, but are not limited to, data entry, maintaining accurate records, filing, scheduling appearances, correspondence, accepting payments and related duties as required for a very busy office in accordance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. All applicants must be willing to attend POMCA/training classes when required.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please mail your resume and cover letter to:

Shared Municipal Courts of Tinton Falls, Eatontown, and Monmouth Beach
C/O Court Administrator Stacy A. Kitson
556 Tinton Avenue
Tinton Falls, NJ 07724

NO PHONE CALLS, PLEASE

The Borough of Tinton Falls 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.