

# Municipal Court Career Opportunity

<b>MUNICIPALITY:</b>	<b>WESTFIELD</b>
<b>VICINAGE:</b>	<b>UNION COUNTY</b>
<b>POSITION TITLE:</b>	<b>Violation Clerk</b>
<b>POSTING DATE:</b>	<b>07/12/2024</b>
<b>DEADLINE DATE:</b>	<b>Open Until Filled</b>
<b>SALARY RANGE:</b>	<b>COMMENSUARTE WITH EXPERIENCE</b>

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The Town of Westfield Municipal Court is seeking a qualified, self-motivated, and detail-oriented individual to serve as a full-time violations clerk with strong customer service skills. The candidate will be under the direction of the Municipal Court Judge and Municipal Court Administrator. Responsibilities include but are not limited to answering telephone inquiries, processing payments, data entry, maintaining files, filing, and scheduling, walk-in inquiries from the public, attorneys, and litigants, maintain and file court documents, attend court session, able to provide assistance on the bench if needed. Knowledge of ATS/ACS/EMACS/PCSAM/CASE MANAGMENT, sound recording using FTR, Understand the Zoom remote hearing platform. Basic Knowledge of case flow management and calendaring of cases is essential.

The successful candidate should be able to work both independently and harmoniously with others and must adhere to strict protocols and procedures consistent with current practice as described in the New Jersey Court Rules, Supreme Court Directives and Judicial Code of Conduct. All staff are cross-trained and have court responsibilities. Proficiency in Microsoft Office (Word, Excel, Outlook) is essential. Excellent written and oral communication skills are required. Applicant must be willing to attend POMCA/TRAINING classes when required. The town of Westfield is an Equal Opportunity Employer.

The Town of Westfield may begin the interview process prior to the application deadline listed. We encourage interested applicants to submit their applications at their earliest convenience to ensure they are considered.

**Please send resume directly to (no phone calls please):**

**Vanessa Tovar-CMCA-Westfield Municipal Court**

**425 East Broad Street**

**Westfield, NJ 07090**

[Vtovar@westfieldnj.gov](mailto:Vtovar@westfieldnj.gov)

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