

# Municipal Court Career Opportunity

**MUNICIPALITY:** Township of Washington (Gloucester County)

**VICINAGE:** XV: Cumberland, Gloucester, & Salem

**POSITION TITLE:** Part-Time Office Assistant II (24 hours)

**POSTING DATE:** October 1, 2024

**DEADLINE DATE:** October 7, 2024, 4:30pm

**SALARY RANGE:** Per Article 26 of 3303L Clerical Contract (\$20.99/Hour)

---

## **POSITION DESCRIPTION AND REQUIREMENTS**

The Washington Township Municipal Court, located in Washington Twp. Gloucester County, is seeking a qualified, self-motivated candidate to work in a fast-paced environment as a Part-Time Office Assistant II. The selected individual will report and perform under the direction of the Municipal Court Administrator.

Responsibilities include, but are not limited to, excellent customer service skills, answering telephone inquiries, processing payments, data entry, maintaining files and scheduling. Excellent written and oral communication and computer skills are required.

The successful candidate must comply with the Judiciary's Code of Conduct and all New Jersey Rules of the Court, Supreme Court directives, laws and established policies and procedures governing the operation of the Municipal Court.

Please submit Cover letter of interest, employment application, and resume to:

Ms. Janine Smiley, Human Resource Manager

via email, at [jsmiley@twp.washington.nj.us](mailto:jsmiley@twp.washington.nj.us)

*or mail to*

Township of Washington, Municipal Building,

523 Egg Harbor Road, Sewell, NJ 08080

Attn: Ms. Janine Smiley, Human Resource Manager.

*The Township of Washington 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.