



MUNICIPALITY: Borough of Ship Bottom
VICINAGE: Ocean
POSITION TITLE: Violations Clerk - Part-time
POSTING DATE: December 16, 2020
DEADLINE DATE: Until Filled
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Ship Bottom Municipal Court is seeking a qualified individual to work in the court office performing detailed municipal court clerical work under the direction of the Municipal Court Administrator. Candidate must possess excellent customer service skills and be willing to travel to "Principals of Municipal Court Administration" training classes. Responsibilities include but are not limited to answering inquiries from the public, attorneys, and litigants, maintain and file court documents, receive and process payments of fines, attend court sessions and data entry, as well as other related duties as necessary. Comply with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts.

Applicant should be motivated, self-starter, detail-oriented with experience in handling money and financial transactions. Prior court experience and a knowledge of ATS/ACS/MACS/MICROSOFT OFFICE is preferred.

Please submit your send your cover letter and resume to:

Karen M. Garcia, Court Administrator

Karen.Garcia@njcourts.gov

The Borough of Ship Bottom 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.