

Municipal Court Career Opportunity

MUNICIPALITY: Township of Clinton **REPOST**
VICINAGE: Somerset/Hunterdon/Warren Vicinage
POSITION TITLE: Part-time Violations Clerk
POSTING DATE: April 3, 2024
DEADLINE DATE: May 3, 2024
SALARY RANGE: \$15.00 - \$25.00 an hour, based on experience

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Clinton, County of Hunterdon, State of New Jersey seeks a Violations Clerk for part time employment. Compensation will be commensurate with qualifications and experience. Compliance with the New Jersey Rules of Court, Supreme Court Orders and Guidelines, Administrative Directives, laws and established policies and procedures governing the operation of the Municipal Court in this vicinage is required.

Experience in court administration, case flow management, working knowledge of ATS/ACS, eMACS, PCSAM systems preferred. Must possess the ability to work with the general public, staff and professionals and to perform related duties as required. Knowledge of video communications and virtual court platforms such as Microsoft Teams and ZOOM are preferred.

Experience

One (1) year of experience in work related to the operation of a court, law enforcement agency, law office or government agency, or office environment, including the preparation and/or processing of legal documents, preferred.

Please submit cover letter, current résumé and salary requirements by or before May 3, 2024 to:

Kimberly Marino, CMCA
Township of Clinton
kimberly.marino@njcourts.gov

and

Ellen Marinaccio, CMCA
Municipal Division Manager
Somerset/Hunterdon/Warren Vicinage
ellen.marinaccio@njcourts.gov

Kindly reference the Township of Clinton VC position in your email.

****No telephone calls, please****

The Township of Clinton 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.