

# Municipal Court Career Opportunity

**MUNICIPALITY:** Township of Montclair  
**COURT:** Montclair Municipal Court  
**VICINAGE:** Essex County  
**POSITION TITLE:** Violations Clerk  
**POSTING DATE:** May 14, 2024  
**CLOSING DATE:** Open Until Filled

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## POSITION DESCRIPTION AND REQUIREMENTS

**Summary:** Under direction of the Municipal Court Judge and Court Administrator, the Violations Clerk performs the work involved in collecting fees for traffic and other violations payable through the Municipal Court; performs other court related duties as assigned.

**Duties:** Extensive data entry into the court's computer system including names of traffic violators, their addresses, amounts of fines and dates of payments in computer system. Prepare reports and statements; reviews, checks, and certifies reports, applications, and other documents. Handles special requests for information in accord with prescribed rules and regulations. Receives, reviews, and adjusts complaints; answers inquiries and handles correspondence. Makes decisions requiring thorough knowledge of the organization. Maintains, classifies, indexes, and cross-references records and files. May attend court sessions.

**Requirements:** High school diploma or equivalent required; two (2) years of recordkeeping experience. New Jersey Municipal Court experience is preferred. Evening hours are required one to two times per month. Successful candidate will possess strong computer skills, be an excellent team player, organized and detail oriented. *Bilingual in Spanish is preferred.*

Annual Salary and Benefits: \$37,668.00-\$53,200.00; includes benefits.

**Apply:** *Please apply online through the Employment/Human Resources section of the Township of Montclair website at: [www.montclairnjusa.org](http://www.montclairnjusa.org)*

**Closing Date:** This job posting will remain open until filled; the Township reserves the right to offer the position at any time during the recruitment process.

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

