

Municipal Court Career Opportunity

Civil Service

JURISDICTION:	Court of the Palisades Interstate Park
VICINAGE:	Bergen Vicinage
POSITION TITLE:	Full-Time Bi-Lingual (Spanish/English) Violation Clerk
POSTING DATE:	May 15, 2024
DEADLINE DATE:	June 4, 2024
SALARY RANGE:	COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Palisades Interstate Park Commission is seeking a qualified, motivated, self-starter, to perform detailed court clerical work involving the collection of fees for traffic violations, working under the general direction of the Court Administrator. Candidate should have considerable experience and knowledge of PCSAM, E-MACS and Enterprise Portal systems, sound recording and have excellent customer service skills. Responsibilities include, but are not limited to: answering telephone inquiries from public and walk-in inquiries regarding the Violations Bureau; maintains, classifies, indexes and cross-references records and files for accuracy; receives fines and costs in non-indictable offenses, subject to the limitations as provided by law or Part VII of the Rules of Court or Statewide Violation Bureau Schedule; acceptance of appearance, waivers of trial, pleas of guilty and payments; complies with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts; attend court sessions. Performs related duties, as required.

Please submit cover letter and current resume to:

Melissa Aponte, Court Administrator
Palisades Interstate Park Commission
1 Alpine Approach Road
Alpine, New Jersey 07620
E-Mail: Melissa.Aponte@njcourts.gov

NO PHONE CALLS, PLEASE

**** NOTE:** The above local job posting was submitted to the vicinage by the **Palisades Interstate Park Commission** and is a State job posting.