

# Municipal Court Career Opportunity

**MUNICIPALITY:** Ridgefield Municipal Court  
**VICINAGE:** Bergen Vicinage  
**POSITION TITLE:** Part Time Violation Clerk  
**POSTING DATE:** May 13, 2024  
**DEADLINE DATE:** June 3, 2024  
**SALARY RANGE:** \$25.00/Hour (18-20 Hours/Week)

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Borough of Ridgefield is seeking a qualified, motivated, self starter, to perform detailed municipal court clerical work involving the collection of fees for traffic violations, working under the general direction of the Municipal 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.

Kindly submit cover letter and current resume to:

Jasna Gega, CMCA  
Ridgefield Municipal Court  
700 Shaler Boulevard.  
Ridgefield, NJ 07657  
Fax: 201-943-8932  
E-mail: [jasna.gega1@gmail.com](mailto:jasna.gega1@gmail.com)

**NO PHONE CALLS, PLEASE**

The Borough of Ridgefield 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.