

Municipal Court Career Opportunity

MUNICIPALITY: South Hackensack Municipal Court
VICINAGE: Bergen Vicinage
POSITION TITLE: Part Time Violation Clerk
COURT SESSIONS: 2nd & 4th Thursday
POSTING DATE: January 14, 2019
DEADLINE DATE: February 10, 2019
SALARY RANGE: \$13.00 - \$25.00/hr

POSITION DESCRIPTION AND REQUIREMENTS

The Township of South Hackensack 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 ATS/ACS, MACS and PageCenter systems, sound recording and have excellent customer service skills. Experience highly preferred. 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:

Donna L. Gambutti, RMC
227 Phillips Avenue
South Hackensack, NJ 07606
Municipalclerk@southhackensacknj.org

NO PHONE CALLS, PLEASE

The Township of South Hackensack 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.