

Municipal Court Career Opportunity

REPOST

MUNICIPALITY: Borough of Bound Brook
VICINAGE: Somerset/Hunterdon/Warren Vicinage

POSITION TITLE: Full Time Violations Clerk

POSTING DATE: November 27, 2023
DEADLINE DATE: Open until position filled.

SALARY RANGE: \$30,000 - \$40,000

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Bound Brook is seeking a qualified individual to serve as a full time Violations Clerk. Under the direction of the Municipal Court Judge and Court Administrator, performs daily functions of the Municipal Court and other work as required. Candidate must be courteous and able to deal effectively with the public. Applicants should be detail oriented and have strong customer service, communication, and telephone skills for a busy office. Knowledge of ATS/ACS/MACS and Page Center and Microsoft Teams and Zoom virtual court platforms experience preferred. Selected candidate must be available for compensated weekly court sessions.

The successful candidate must comply with the Judiciary's Code of Conduct and all New Jersey Rules of the Court, Supreme Court directives, laws and established policies and procedures governing the operation of the Municipal Court.

Responsibilities include but are not limited to answering queries from the public, employees, clients, attorneys, etc.; preparing, reviewing, and monitoring daily, weekly, and monthly reports; drafting correspondence; performing data entry.

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

Please submit cover letter, current résumé, to: **NO PHONE CALLS PLEASE**

Valerie Vazquez, CMCA

Email: valerie.vazquez@njcourts.gov

Jasmine McCoy, Borough Clerk/Assistant Administrator

Email: jmathis@boundbrook-nj.org

Ellen Marinaccio, Municipal Division Manager

Somerset/Warren/Hunterdon Vicinage

Email: ellen.marinaccio@njcourts.gov

The Borough of Bound Brook 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.