

# Municipal Court Career Opportunity

**MUNICIPALITY:** Borough of Bound Brook  
**VICINAGE:** Somerset/Hunterdon/Warren Vicinage  
**POSITION TITLE:** Full Time Violations Clerk  
**POSTING DATE:** January 7, 2021  
**DEADLINE DATE:** February 15, 2021  
**SALARY RANGE:** \$25,000 - \$40,000

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## **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. ATS/ACS/MACS and Page Center experience preferred. Selected candidate must be available for compensated weekly court sessions.

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; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts.

**Experience:** A minimum of (1) year Municipal Court experience is preferred but not required.

Please submit cover letter, current résumé and salary requirements to:

Valerie Vazquez, Court Administrator and Jasmine Mathis, Borough Clerk  
[vvazquez@boundbrook-nj.org](mailto:vvazquez@boundbrook-nj.org) and [jmathis@boundbrook-nj.org](mailto:jmathis@boundbrook-nj.org)  
Borough of Bound Brook  
Attention: Municipal Court  
230 Hamilton Street  
Bound Brook, NJ 08805

## **NO PHONE CALLS PLEASE**

Effective 9/1/2011, all employees of the State and Local government must reside in the State of NJ unless exempt under law.

**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.