Municipal Court Career Opportunity

MUNICIPALITY: MIDDLESEX BOROUGH
VICINAGE: Middlesex County
POSITION TITLE: Part-Time Violations Clerk (28 hrs./wk.)
Monday-Wednesday 9am-4:30pm; Thursday 9am-2:30pm
(Please note schedule is subject to change)
POSTING DATE: January 21, 2022
DEADLINE DATE: February 11, 2022
SALARY RANGE: $15/hr.

POSITION DESCRIPTION AND REQUIREMENTS
The Middlesex Borough Municipal Court is seeking to hire a qualified, self-motivated candidate. Candidate must have the capability to perform detailed Municipal Court clerical duties, under the direction of the Court Administrator and Municipal Court Judge. The successful candidate should have work experience that demonstrates excellent communication skills, great work ethic and the ability to provide superior customer service while maintaining files and records with accuracy. Knowledge of other computer applications is a plus. **Job responsibilities include, but are not limited to** data entry, processing payments, answering the telephone, relaying messages, responding to phone and e-mail inquiries, organizing and maintaining files of records and correspondence of both a routine and confidential nature. Must comply with the New Jersey Rules of the Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the municipal courts.

EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED); experience in general office procedures, customer service, bookkeeping and computer entry and one year of responsible office/clerical experience or equivalent combination of education. **Municipal Court experience is a plus.**

REQUIREMENTS: Successful candidate will be required to attend Principles of Municipal Court Administration classes to enhance Municipal Court knowledge and proficiency.

**Please submit your resume and cover letter to:**

Toni Kisly, HR Manager
1200 Mountain Ave
Middlesex, NJ 08846
tkisly@middlesexboro-nj.gov

**The Borough of Middlesex is an Equal Opportunity Employer**