

Municipal Court Career Opportunity

MUNICIPALITY: Metuchen Municipal Court
VICINAGE: Middlesex County
POSITION TITLE: Part-Time Violations Clerk
up to 28 hours per week
POSTING DATE: February 8, 2022
DEADLINE DATE: March 4, 2022
SALARY: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Metuchen Municipal Court is seeking to hire a highly motivated, responsible, organized, detail-oriented candidate with excellent customer service skills to work under the general direction of the Municipal Court Administrator and Municipal Court Judge.

Job responsibilities include, but are not limited to: data entry, processing payments, answering the telephone, relaying messages, responding to phone, walk-in, and email inquiries, organizing and maintaining files and correspondence of both routine and confidential in nature, scheduling court appearances, drafting and reviewing correspondence, reviewing and monitoring reports, being available for court sessions. Must comply with the New Jersey Rules of the Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the New Jersey Municipal Courts. Perform related duties as required.

Education and/or Experience:

High School Diploma or equivalent; A minimum of (1) year experience in general office procedures, customer service, bookkeeping, and computer entry, or equivalent education. **Municipal Court experience is preferred. Microsoft Teams and/or Zoom experience is preferred.**

Requirements: Successful candidate will be required to attend Principles of Municipal Court Administration (POMCA) classes and /or Professional Development classes to enhance Municipal Court knowledge and proficiency.

Please submit cover letter and current resume to:

Wahjira Williams-Fisher, Court Administrator
Metuchen Municipal Court
500 Main Street
Metuchen, NJ 08840
wwilliams-fisher@metuchen.com

The Borough of Metuchen is an Equal Opportunity Employer

No Phone Calls Please

Note: The above local job posting was submitted to the vicinage by the local municipality and is not a state job posting.