

# **Municipal Court Career Opportunity**

## **Shared Municipal Courts of Tinton Falls, Eatontown and Monmouth Beach**

### **Monmouth Vicinage**

**POSITION TITLE: Part Time Violations Clerk**

**POSTING DATE: July 2, 2018**

**DEADLINE DATE: July 13, 2018**

**SALARY RANGE: \$19,500.00**

#### **POSITION DESCRIPTION AND REQUIREMENTS**

The Shared Municipal Courts of Tinton Falls, Eatontown and Monmouth Beach is looking for a part time Violations Clerk to work under the general direction of the Municipal Court Judge(s) and Court Administrator. Applicants should be motivated, detail oriented, have strong customer service skills, experience in handling cash and knowledge of ATS/ACS, MACS is preferred but not exclusionary. Responsibilities include, but are not limited to, data entry, maintaining accurate records, filing, scheduling appearances, correspondence, accepting payments and related duties as required for a very busy office in accordance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please submit cover letter and current resume to:

Shared Municipal Courts of Tinton Falls, Eatontown and Monmouth Beach  
C/O Court Administrator Stacy A. Kitson  
556 Tinton Avenue  
Tinton Falls, NJ 07724

**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.