

Municipal Court Career Opportunity

MUNICIPALITY: Town of Belvidere
VICINAGE: Somerset/Hunterdon/Warren Vicinage
POSITION TITLE: Full-Time Violations Clerk
POSTING DATE: January 30, 2023
DEADLINE DATE: February 13, 2023
SALARY RANGE: \$35,000 - \$45,000
Commensurate with Experience

POSITION DESCRIPTION AND REQUIREMENTS

The Town of Belvidere, County of Warren, State of New Jersey seeks a Violations Clerk for full-time employment for the shared courts of Belvidere, Harmony, Liberty, Frelinghuysen and Franklin. Compensation will be commensurate with qualifications and experience. Compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Court in this vicinage is required.

Experience in court administration, case flow management, working knowledge of ATS/ACS, eMACS, PCSAM systems preferred. Must possess the ability to work with the general public, staff and professionals and to perform related duties as required. Knowledge of video communications and virtual court platforms such as Microsoft Teams and ZOOM are preferred.

Experience

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

Please submit cover letter, current résumé and salary requirements by or before February 13, 2023 to:

Tara Caffarelli, CMCA
Town of Belvidere
E-mail: tara.caffarelli1@njcourts.gov

and Marlene Sullivan, Municipal Division Manager
Somerset/Hunterdon/Warren Vicinage
E-mail: marlene.sullivan@njcourts.gov

Kindly reference the Town of Belvidere VC position in your email.

****No telephone calls, please****

The Town of Belvidere 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.