

Symbol:

Title: Violation Clerk

Issue Date: 5/24/2019

Closing Date: 6/10/2019

Jurisdiction: Keyport

Salary: \$15,000 to \$40,000 per year.

Number of Positions: 1

Workweek: 40 hours per week

## **DEFINITION**

Under direction, has charge of and performs the most difficult and responsible work involved in collecting fees for traffic violations in municipal courts; does other related duties as required.

**NOTE:** The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

## **EXAMPLES OF WORK:**

Has charge of and performs the most difficult and responsible work involved in collecting fees for traffic violations in relation to the acceptance of appearance, waivers of trial, pleas of guilty, payment of fines and costs, and traffic violations.

Enters names of traffic violators, their addresses, amounts of fines, and dates of payments in docket books.

May attend court sessions.

Reviews, checks and certifies reports, applications, and other documents for correctness where difficult determinations are concerned.

Handles special request for information in accord with prescribes rules and regulations.

Receives, reviews, and adjusts complaints.

Answers inquiries and handles correspondence.

Prepares reports and statements.

Gives assignments and instruction to assigned employees.

Makes decisions requiring thorough knowledge of the organization.

Maintains, classifies, indexes, and cross-references records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

## **REQUIREMENTS:**

### **EXPERIENCE:**

Two (2) years of experience in recordkeeping or maintenance of records.

### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility is necessary to perform essential duties of the position.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of office methods, practices, and equipment.

Knowledge of performing tasks involved in the keeping of records.

Ability to organize assigned work.

Ability to develop effective work methods.

Ability to give assignments and instructions to individuals and groups.

Ability to supervise the maintenance of essential records and files.

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Ability to add, subtract, multiply, and divide decimals.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.