

Municipal Court Career Opportunity

MUNICIPALITY: Borough of Keyport
VICINAGE: MONMOUTH
POSITION TITLE: (Part-time) VIOLATIONS CLERK
POSTING DATE: 10/2/2017
DEADLINE DATE: 10/16/2017
SALARY: \$15.00/hour

POSITION DESCRIPTION AND REQUIREMENTS

The Keyport Borough Municipal Court is seeking a qualified, motivated, self-starter to perform detailed municipal court clerical work under the general supervision of the Municipal Court Administrator. Candidate with experience and knowledge of ATS/ACS systems, sound recording and excellent customer service skills preferred. Responsibilities include, but are not limited to: answering telephone inquiries from public and walk-in inquiries regarding the Violations Bureau; maintains, classifies, indexes and cross-references records and files for accuracy; take payments at Violations Bureau window. Must be available for Thursday evening court sessions. Municipal Court experience preferred.

Knowledge of criminal and traffic laws, ordinances, case management, law enforcement is a plus. Knowledge of and compliance with NJ Rules of Court, Administrative directives, laws and established policies and procedures governing the operation of the Municipal Court is valuable.

Candidate must have excellent customer service, writing and communication skills. Other required competencies include; attention to detail, strong organizational skills, positive work ethic, and positive attitude.

Please submit cover letter and current resume, by mail, fax or email to:

Jennifer Ingenito, CMCA
Keyport Borough Municipal Court
70 W Front Street
Keyport, NJ 0770235
Fax: (732) 739-2133
Email: jennifer.ingenito@nicourts.gov

NO PHONE CALLS, PLEASE

-The Borough of Keyport is an Equal Opportunity Employer-

-This posting was submitted to the vicinage by the local municipality and is NOT a State job posting-