

Municipal Court Career Opportunity

MUNICIPALITY: City of South Amboy

VICINAGE: Middlesex County

POSITION TITLE: Violations Clerk

POSTING DATE: September 1, 2022

DEADLINE DATE: September 26, 2022

SALARY RANGE: \$32,620 – \$50,134

POSITION DESCRIPTION AND REQUIREMENTS

The City of South Amboy Municipal Court is seeking to hire a Violations Clerk. Interested candidates can submit their resume and employment application to the City Clerk, 140 N. Broadway, South Amboy, NJ 08879 on or before September 16, 2022.

Under direction, performs responsible work involved in collecting fees for traffic violations in municipal courts; does other related duties and typing 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 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 requests for information in accord with prescribed rules and regulations. Types documents from varied forms of copy. Maintains, classifies, indexes, and cross-reference records and files. Utilizes various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

The City of South Amboy is an Equal Opportunity Employer. Preference will be given to residents of the City of South Amboy.

****NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is not a State job posting.