

TOWNSHIP OF EVESHAM

JOB OPPORTUNITY

TITLE: VIOLATIONS CLERK
DEPARTMENT: Municipal Court
SALARY: Determined by relevant experience
SCHEDULE: Monday – Friday 8:30AM – 4:30PM
Must be available for additional hours when necessary.

POSITION SUMMARY:

Under the direction of the Municipal Court Administrator, this entry-level position will be responsible to assist in the daily operations of the department to include attending court sessions and collecting fees, data entry, and other related duties.

DUTIES/RESPONSIBILITIES:

The entry-level Violations Clerk position is responsible for performing a variety of routine clerical tasks to include: responding to telephone and walk-in inquiries, maintenance of records and files, collection of fees and payments in addition to performing various functions in compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts.

POSITION QUALIFICATIONS:

HS grad/equiv. Previous experience in record keeping and bookkeeping procedures. Must be computer literate. ATS/ACS/MACS preferred, but will train.

Will be required to submit to background check and must be able to be bonded.

SPECIALIZED SKILLS/KNOWLEDGE:

Excellent customer service skills; General computer knowledge; Knowledge of office practices and equipment. Ability to read, write, speak, understand and communicate in order to perform customer service duties of the position. Must have excellent customer service skills.

Submit resume to the Human Resources Office by Monday, August 27, 2018.

August 3, 2018