

JOB OPPORTUNITY

TITLE: VIOLATIONS CLERK (Full-Time)

DEPARTMENT: Municipal Court

RATE: \$19.00 per hour (DOQ)

SCHEDULE: Monday – Friday (8:30 a.m. to 4:30 p.m.) – Full-Time

Must be available for additional hours when necessary

POSITION SUMMARY

Under the direction of the Municipal Court Administrator or designee, this union-represented, 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.

SUMMARY of 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.

REQUIREMENTS

Education Required: **HS education/equivalent**

Experience Required: **Record-keeping, bookkeeping. Must be computer literate**

Experience Preferred: **Previous experience in a municipal environment.**

Must be able to pass background check

Must be able to be bonded

SPECIALIZED SKILLS/KNOWLEDGE

Must have exceptional customer service skills; must have the ability to read, write, speak, understand, and communicate in order to perform customer service duties of the position; knowledge of office practices and equipment.

Direct resume and/or Employment Application (available at www.evesham-nj.org) **to:**

**Township of Evesham, Human Resources
984 Tuckerton Road, Marlton, NJ 08053 or**

Email to: hr@evesham-nj.gov

EOE