
Municipal Court Career Opportunity

MUNICIPALITY: Shared Court of Berkeley Heights & New Providence
VICINAGE: Union
POSITION TITLE: Violations Clerk - 20 hours per week
POSTING DATE: December 12, 2016
DEADLINE DATE: December 23, 2016
SALARY RANGE: \$15.00 to \$20.00 per hour depending on experience.

POSITION DESCRIPTION AND REQUIREMENTS

The Berkeley Heights Township and New Providence Borough Shared Municipal Court is seeking a qualified individual to fill a part time position as a Violations Clerk. The ideal applicant must be detail oriented, possess excellent data entry skills, have experience in record keeping/maintenance of records and experience in dealing with the public and in providing customer service. Experience in ATS, ACS and MAGS is preferred.

Please send resume by 12/23/16 to:

Macrina Carra, CMCA
New Providence Municipal Court
360 Elkwood Avenue
New Providence, NJ 07974

NO PHONE CALLS PLEASE.
THANK YOU

The Borough of New Providence is an Equal Opportunity Employer.

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