

MUNICIPALITY: Borough of Gibbsboro
VICINAGE: Camden
POSITION TITLE: Part-Time Violations Clerk
POSTING DATE: January 16, 2019
DEADLINE DATE: February 15, 2019
SALARY RANGE: \$15 per hour

POSITION DESCRIPTION AND REQUIREMENTS

Working under the general direction of the Municipal Court Administrator the candidate must be able to perform detailed municipal court clerical work. Responsibilities include, but are not limited to:

- Some experience and knowledge of ATS/ACS/MACS systems or willingness to learn
- Data entry
- Filing
- Scheduling cases for court
- Payment processing
- Answering questions and providing information to the public, defendants and attorneys with professional customer service, communication and writing skills

- Page Center reports (monitoring job related reports, printing/mailing notices etc.)
- Case processing, traffic and criminal case flow management
- Must be available to work court sessions
- perform related duties as required
- comply with New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of Municipal Courts
- Possess the ability to keep sensitive and/or confidential information secure from disclosure

Additional Requirements:

High School diploma required. Ability to adhere to the Code of Conduct for Judiciary Employees.

Send cover letter, hours and days available and resume to Anne Levy, Borough Clerk, at gibbyclerk@comcast.net