

Municipal Court Career Opportunity

MUNICIPALITY: HOPATCONG BOROUGH

VICINAGE: MORRIS/SUSSEX

POSITION TITLE: PART TIME VIOLATIONS CLERK (25 HOURS PER WEEK)

POSTING DATE: SEPTEMBER 23, 2020

CLOSING DATE: OCTOBER 7, 2020

SALARY RANGE: \$16.57- \$32.54 - PER HOUR COMMENSURATE WITH EXPERIENCE

POSTION DESCRIPTION AND REQUIREMENTS

The Hopatcong/Stanhope Shared Municipal Court is seeking a motivated, qualified, self-starter to perform detailed Municipal Court clerical work under the direction of the Certified Municipal Court Administrator. Experienced professional with strong analytical, organizational, multi-tasking, trouble shooting, data entry, and computer skills is needed. PCSAM/Page Center/ ATS/ACS/ AOC Web Reporting systems knowledge is preferred but not required. Responsibilities include, but not limited to answering telephone inquiries, entering traffic tickets and criminal complaints, acceptance of appearances, waivers of trial, pleas of guilty and receipt of payments as well as ticket inventory control. Attendance covering court sessions is required.

Salary range is \$16.57.00-\$32.54.00 per hour, commensurate with experience.

Please send resume with salary history and requirements to:

Ron Tappan, Borough Administrator

111 River Styx Road

Hopatcong, New Jersey 07843

E-mail Address: Rtappan@hopatcong.org

and

Erin Geiger, CMCA

Hopatcong/Stanhope Shared Municipal Court

111 River Styx Road

Hopatcong, New Jersey 07843

E-Mail Address: Erin.geiger@njcourts.gov

The Borough of Hopatcong 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.