

Municipal Court Career Opportunity

MUNICIPALITY: Flemington Borough
VICINAGE: Somerset/Hunterdon/Warren Vicinage
POSITION TITLE: Full-time Violations Clerk
POSTING DATE: August 10th, 2022
DEADLINE DATE: August 31st, 2022
SALARY RANGE: \$30,000- \$40,000 annually

POSITION DESCRIPTION AND REQUIREMENTS

The Flemington Borough Municipal Court, County of Hunterdon, State of New Jersey seeks a Violations Clerk for full time employment. Position will commence in September. Compensation will be commensurate with qualifications and experience. Compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Court in this vicinage is required.

Experience in court administration, case flow management, working knowledge of ATS/ACS systems preferred. Must possess the ability to work with the general public, staff and professionals and to perform related duties as required. Knowledge of video communications and virtual court platforms such as Microsoft Teams and ZOOM are preferred.

Experience

One (1) year of experience in work related to the operation of a court, law enforcement agency, law office or government agency, including the preparation and/or processing of legal documents.

Please submit cover letter and current resume by August 31st 2022 to:

Olivia Barrick, MCA
Flemington Borough Municipal Court
2 Municipal Drive
Flemington, NJ 08822
Olivia.Barrick@njcourts.gov

and

Marlene C. Sullivan, C.M.C.A.
Municipal Division Manager, Vicinage 13
Marlene.sullivan@njcourts.gov

Flemington Borough 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.