

Municipal Court Opportunity

MUNICIPALITY: Robbinsville Twp. Municipal Court
VICINAGE: Mercer County
POSITION TITLE: Temporary Violations Clerk (Part-time)
POSTING DATE: February 1, 2018
DEADLINE DATE: February 23, 2018
SALARY RANGE: Starting at \$15/hour (COMMENSURATE WITH EXPERIENCE)

POSITION DESCRIPTION AND REQUIREMENTS

Temporary part-time violations clerk position in the Robbinsville Township Municipal Court beginning March 1, 2018 for a period of five (5) months. Municipal court experience is preferred.

Duties will include, but not limited to: case processing, traffic and criminal case flow management, working knowledge of the ATS/ACS systems, and assistance on nights court is in session. Responsibilities also include responding to public inquiries, providing information to attorneys, defendants and other government agencies.

Candidates must be willing to work the following schedule:

Tuesday: Two evening Court sessions per-month 4 p.m. to 8 p.m.
Wednesday: 8:30 a.m. to 4:30 p.m.
Thursday: 8:30 a.m. to 4:30 p.m.
Friday: 8:30 a.m. to 4:30 p.m.

Please email resume to: hr@robbinsville.net

NO PHONE CALLS PLEASE!

The Robbinsville Twp. Municipal Court 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.