

# Municipal Court Career Opportunity

## CIVIL SERVICE

**MUNICIPALITY:** Elmwood Park Municipal Court  
**VICINAGE:** Bergen Vicinage  
**POSITION TITLE:** Part-Time Violation Clerk  
20 hrs/wk, may include court sessions  
**POSTING DATE:** August 6, 2021  
**DEADLINE DATE:** August 27, 2021  
**SALARY RANGE:** \$15.00-\$20.00/hr

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### POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Elmwood Park is seeking a qualified, motivated, self starter, to perform detailed municipal court clerical work involving the collection of fees for traffic violations, working under the general direction of the Municipal Court Administrator. Candidate should have considerable experience and knowledge of ATS/ACS systems, sound recording and have excellent customer service skills. Responsibilities include, but are not limited to: answering telephone inquiries from public and walk-in inquiries regarding the Violations Bureau; maintains, classifies, indexes and cross-references records and files for accuracy; receives fines and costs in non-indictable offenses, subject to the limitations as provided by law or Part VII of the Rules of Court or Statewide Violation Bureau Schedule; acceptance of appearance, waivers of trial, pleas of guilty and payments; complies with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts; attend court sessions. Performs related duties, as required.

Kindly submit cover letter and current resume to:

Deborah Zafonte, C.M.C.A.  
Borough of Elmwood Park  
182 Market Street  
Elmwood Park, NJ 07407

Fax: (201) 796-8132

**NO PHONE CALLS, PLEASE**

The Borough of Elmwood Park 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.