

# MUNICIPAL COURT CAREER OPPORTUNITY

**MUNICIPALITY:** Borough of Berlin  
**VICINAGE:** Camden  
**POSITION TITLE:** Part-time Violations Clerk  
**POSTING DATE:** May 4, 2018  
**DEADLINE DATE:** May 30, 2018  
**SALARY :** \$14.00 per hour/22.5 hours per week

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## POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Berlin Municipal Court is seeking a qualified, motivated and organized violations clerk with good communication and customer service skills to work under the general direction of the Municipal Court Administrator. Responsibilities include, but are not limited to, answering telephone and walk-in inquiries; processing data entry for municipal court tickets; processing payments; processing documents in a variety of functions including filing. Candidates must comply with the Code of Conduct of Judiciary Employees and be willing to attend Principles of Municipal Court Administration training classes. Court experience and knowledge of court software applications such as ATS/ACS and MACS is preferred.

Please email application, provided under Forms on the Berlin Borough website, [www.berlinnj.org](http://www.berlinnj.org), and resume to :

Email: [kelly.foster1@njcourts.gov](mailto:kelly.foster1@njcourts.gov)

The Borough of Berlin 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.