

Municipal Court Career Opportunity

MUNICIPALITY: Borough of Bloomingdale
VICINAGE: Passaic
POSITION TITLE: Part Time Violations Clerk (approx.10-15 hrs. per wk.)
POSTING DATE: October 23, 2019
DEADLINE DATE: November 15, 2019
SALARY RANGE: \$15 - \$ 20 per hour depending on experience

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Bloomingdale is seeking a qualified, motivated, self-starter to perform detailed municipal court clerical work. Under the direction of the Municipal Court Judge and Court Administrator, the Clerk will assist with daily functions of the Municipal Court.

Responsibilities include but are not limited to: payment processing, data entry, filing, scheduling of court cases, entering court dispositions, answering phone and walk in inquiries, filing, and other related duties as required. Experience and knowledge of ATS/ACS and MACS is preferred.

Candidate must comply with the Code of Conduct for Judiciary Employees. Candidates must be available to work court sessions the 2nd, 4th, and 5th Wednesdays. Court sessions begin at 4pm. Remaining hours will be during office hours 8am – 4pm.

Please submit cover letter, resume, and employment application (available at www.bloomingdalenj.net or at Borough Hall) to:

Judge Dana M. D'Angelo
Bloomingdale Municipal Court
101 Hamburg Turnpike
Bloomingdale, NJ 07403

The Borough of Bloomingdale is an Equal Opportunity Employer