

## MUNICIPAL COURT CAREER OPPORTUNITY

MUNICIPALITY: BELVIDERE, LIBERTY & HARMONY SHARED COURTS

VICINAGE: WARREN, HUNTERDON, SOMERSET

POSITION TITLE: PART TIME VIOLATIONS CLERK  
(10 – 15 HOURS PER WEEK)

CLOSING DATE: AUGUST 18, 2017

SALARY RANGE: COMMENSURATE WITH EXPERIENCE

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### POSITION DESCRIPTION AND REQUIREMENTS

Belvidere, Liberty & Harmony Townships are seeking a Part Time Violations Clerk. Candidates must possess excellent customer service with good writing and communication skills, to work under the direction of the Municipal Court Administrator. Must also possess strong organizational skills with an attention to detail and have experience with Microsoft Word. Experience with ATS/ACS/MACS computer applications preferred.

Responsibilities include, but are not limited to: data entry, maintaining accurate records, filing, scheduling court appearances, drafting correspondence, processing payments, answering customer queries and other related duties as required in accordance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of Municipal Courts.

Please submit cover letter and resume by or before August 18, 2017 to

Dawn Decker, C.M.C.A.

Belvidere, Liberty & Harmony Municipal Courts

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Belvidere NJ 07823

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