

Township of Manalapan

ADMINISTRATION

120 Route 522 • Manalapan, NJ 07726 • 732-446-8308 • Fax 732-446-9615

Website: www.mtnj.org

Mayor
JACK MCNABOE

Deputy Mayor
SUSAN COHEN

Township Committee
MARY ANN MUSICH
ERIC NELSON
ROBERT GREGOWICZ

Township Administrator
TARA L. LOVRICH



POSITION VACANCY

POSITION: VIOLATIONS CLERK - COURT

SALARY: \$44,927 - AFSCME

HOURS: 8:30 A.M. – 4:30 P.M. Monday Through Friday

QUALIFICATIONS:

- Experience in customer service, handling money/financial transactions
- Detail oriented
- Knowledge of ATS/ACS/eMACS/PCSAM/ZOOM is preferred but not required.
- Applicant must be willing to attend training and pass POMCA I&II
- Must have a smartphone and be willing to download Microsoft Authenticator
- Applicant must comply with the Code of Conduct of Judiciary Employees, NJ Rules of Court, Supreme Court Directives, and laws/established policies/procedures governing the operation of the Municipal Courts.
- Bilingual candidate is preferred but not required.

RESPONSIBILITIES INCLUDE:

- Data entry, filing, payments, phones, clerical duties
- Maintain accurate records and courtroom recordings
- Schedule court appearances
- Assist with the customer service window
- Dispositions
- Attend court sessions

**IF INTERESTED, PLEASE SEND A COPY OF YOUR RESUME TO THE
ADMINISTRATION OFFICE AT INFO@MTNJ.ORG**