

# Municipal Court Career Opportunity

**Municipality:** Wall Township, Sea Girt Borough,  
Spring Lake Heights (Shared Court)

**Vicinage:** Monmouth

**Position Title:** Violations Clerk – part time (about 28 hours per week)

**Posting Date:** 5/7/2024

**Closing Date:** 5/17/2024

**Salary:** \$15.13 to \$20 (based on experience)

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The shared courts of Wall Township, and the Boroughs of Sea Girt and Spring Lake Heights is seeking a qualified individual to serve as a part-time Violations Clerk. Applicants should be able to perform detailed municipal court clerical work with strong customer service skills. Responsibilities include but are not limited to data entry, maintaining accurate records, filing, scheduling appearances, correspondence, recording payments and related duties as required for a busy court office.

Candidates must have excellent customer service skills, a strong attention to detail, the ability to handle money and financial transactions with accuracy, and excellent organization and self-motivation skills. Knowledge of ATS/ACS, PCSAM, eMACS is preferred. Applicants must be able to work under pressure and be comfortable being in front of a courtroom. All staff are cross-trained and have court responsibilities. Applicants must be willing to attend POMCA/training classes when required.

Please submit cover letter with salary requirements and resume to:

Amanda Prinzo, CMCA  
[Amanda.Prinzo@njcourts.gov](mailto:Amanda.Prinzo@njcourts.gov)

The Township of Wall, and the Boroughs of Sea Girt and Spring Lake Heights are Equal Opportunity Employers.

**\*\*NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is not a State job posting.