

Municipal Court Career Opportunity

MUNICIPALITY: WILLINGBORO TOWNSHIP MUNICIPAL COURT
POSITION TITLE: CLERK 1
POSTING DATE: JANUARY 31, 2024
DEADLINE DATE: FEBRUARY 15, 2024
SALARY RANGE: \$32,844.00 - \$54,961.00 ANNUALLY

POSITION DESCRIPTION AND REQUIREMENTS

Willingboro Township Municipal Court is seeking a qualified, motivated, self-starter individual to perform detailed clerical work. Courteous and able to deal effectively and efficiently with the public. Applicants should be detail-oriented and have strong communication and telephone skills for a busy office. Responsibilities include but are not limited to provide information and guidance to court users, judiciary employees and attorneys over the phone and in person. Complete data entry and maintain files to ensure accuracy of court records; accept payments and perform related duties as required. Candidate must be available for court sessions. Must comply with the New Jersey Rules of Court Supreme Court Directives, laws and established policies and procedures governing the operation of the municipal courts. This posting is open to all Willingboro and Burlington County residents.

Please send a cover letter, current resume, and salary requirements via email by or before February 15, 2024, to:

Human Resources Director
luisa.deleon@njcourts.gov

and

Employment@willingboronj.gov

Willingboro Township 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.