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TOWNSHIP OF VERONA
COUNTY OF ESSEX, NEW JERSEY



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TOWNSHIP CLERK
JENNIFER KIERNAN
TOWNSHIP ATTORNEY
BRIAN J. ALOIA, ESQ.

VERONA COMMUNITY CENTER
880 BLOOMFIELD AVENUE
VERONA, NEW JERSEY 07044

MUNICIPAL BUILDING
600 BLOOMFIELD AVENUE
VERONA, NEW JERSEY 07044

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WWW.VERONANJ.ORG

DEPARTMENT OF PUBLIC WORKS
10 COMMERCE COURT
VERONA, NEW JERSEY 07044

MUNICIPAL COURT CAREER OPPORTUNITY

TITLE: Violations Clerk Municipal Court (Part-Time)
TITLE CODE: 04244

ISSUE DATE: 4/25/2019 **CLOSING DATE:** 5/24/2019

OF POSITIONS: 1

SALARY: \$20-\$30/hour (Commensurate with Experience)

WORKWEEK: Must be available 20 to 28 hours/week Monday-Friday plus court sessions on Wednesdays at either 9:00 a.m. or 4:30 p.m. Hours will be set by the Municipal Court Administrator.

BENEFITS: Position includes vacation, personal and sick time.

DESCRIPTION Under direction of the Municipal Court Judge and Court Administrator, the candidate must be able to work independently, participate in court case processing, process violations payments, interact with defendants, witnesses and attorneys and the public, schedule cases, implement court rules, state statutes, local court policies, manage daily, weekly, and monthly quality control reports and perform related duties as required.

EXPERIENCE: A minimum of (1) year Municipal Court experience is preferred.

APPLY: Interested candidates should submit a Verona Pre-Employment Application available at VERONANJ.ORG, cover letter and resume no later than the Closing Date listed above.

Office of the Township Manager
600 Bloomfield Avenue
Verona, NJ 07044

or

via email at JobOpportunities@VeronaNJ.org

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