

Municipal Court Career Opportunity

MUNICIPALITY: SHARED COURTS OF HIGHLANDS & SEA BRIGHT
MUNICIPAL COURTS

VICINAGE: MONMOUTH

POSITION TITLE: VIOLATIONS CLERK – PART TIME (20 HOURS PER WEEK)

POSTING DATE: SEPTEMBER 22, 2025

DEADLINE DATE: OCTOBER 8, 2025

SALARY RANGE: \$20.00/HOUR (Commensurate with experience)

POSITION DESCRIPTION AND REQUIREMENTS

The Shared Municipal Courts of Highlands and Sea Bright is seeking a qualified individual 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, sound recording, and related duties as required for this court office.

Successful candidates should possess experience in customer service, detail oriented work, handling money and financial transactions. Knowledge of ATS/ACS/MACS is preferred.

This position is part-time, 20 hours per week with the flexibility to cover evening court sessions (3 or 4 times a month on Tuesday and Wednesday after 3:00 pm) and vacation/time off schedules. Applicants must be willing to attend POMCA/training classes when required. Applicants will need a smartphone to download the Microsoft Authenticator app as required.

Please submit cover letter and current resume to:

Sandra Akes, Court Administrator @
Sandra.Akes@njcourts.gov

The Highlands/Sea Bright Municipal Court 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.