

# MUNICIPAL COURT CAREER OPPORTUNITY

**MUNICIPALITY:** Bridgewater Township  
**VICINAGE:** Somerset/Hunterdon/Warren Vicinage  
**POSITION TITLE:** Full-Time Violations Clerk  
**POSTING DATE:** July 8, 2015  
**DEADLINE DATE:** July 15, 2015  
**SALARY RANGE:** \$36,547.24  
**UNION:** BMEA  
**GRADE:** F

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## POSITION DESCRIPTION AND REQUIREMENTS

The Township of Bridgewater, County of Somerset State of New Jersey seeks a Violations Clerk for full time employment. Position available immediately. Compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Court in this vicinage is required.

Experience in court administration, case flow management, working knowledge of ATS/ACS, MACS and Page Center systems required. Must possess the ability to work with the general public, staff and professionals and to perform related duties as required.

### Experience

Candidates should have experience in work related to the operation of a court.

Please submit cover letter and current resume by 7/15/2015 to:

### **Audrey Lipinski, CMCA**

Township of Bridgewater Municipal Court  
100 Commons Way  
Bridgewater, N.J. 08807

The Township of Bridgewater 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.