

# Municipal Court Career Opportunity

**MUNICIPALITY:** Northvale Municipal Court

**VICINAGE:** Bergen Vicinage

**POSITION TITLE:** Violations Clerk – Part-time  
Monday, Wednesday and Friday  
1:30 pm - 4:30 pm

**COURT SESSIONS:** 2<sup>nd</sup> & 4<sup>th</sup> Monday, As assigned

**POSTING DATE:** March 31, 2023

**DEADLINE DATE:** April 21, 2023

**SALARY RANGE:** \$20.00/hr

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Borough of Northvale is seeking a qualified, motivated, self-starter, to perform detailed municipal court clerical work involving the collection of fees for traffic violations, working under the general direction of the Certified Municipal Court Administrator. Candidate must have considerable experience and knowledge of ATS/ACS, MACS and PageCenter systems, sound recording and have excellent customer service skills. Responsibilities include, but are not limited to: answering telephone inquiries from public and walk-in inquiries regarding the Violations Bureau; maintains, classifies, indexes and cross-references records and files for accuracy; receives fines and costs in non-indictable offenses, subject to the limitations as provided by law or Part VII of the Rules of Court or Statewide Violation Bureau Schedule; acceptance of appearance, waivers of trial, pleas of guilty and payments; complies with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts; attend court sessions as assigned. Performs related duties, as required.

Kindly submit cover letter and current resume to:

Clare Cabibbo, C.M.C.A.  
Borough of Northvale  
116 Paris Avenue  
Northvale, NJ 07647  
E-mail: [clare.cabibbo@njcourts.gov](mailto:clare.cabibbo@njcourts.gov)

## **NO PHONE CALLS, PLEASE**

The Borough of Northvale 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.