

NOTICE OF VACANCY

The Township of Little Egg Harbor is seeking to fill the following position in the Municipal Court.

Position Title: Full Time Clerk 1

Position Description

Under the direction of the Municipal Court Administrator, performs a variety of responsible clerical and administrative support assignments in processing and coordinating cases for the Municipal Court. Performs clerical work which includes receiving and receipting payment of fines and costs; deals with the public, employees, clients and attorneys in answering inquiries regarding court matters; prepares court schedules; prepares and sends out notices and other court correspondence. Providing excellent customer service to public sector in accordance with Township policy and regulations. Performs other related duties as assigned.

Requirements

KNOWLEDGE: Knowledge of office methods, practices, routines, machine and equipment of the internal organization, policies, procedures and regulations of the department after a period of training; ability to comprehend established department routines and regulations and apply them to specific cases; ability to organize assigned clerical work;

OTHER:

1. Work effectively with associates and the general public with a demonstrable understanding of customer service.
2. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations.
3. Detail oriented and exhibits excellent communication and telephone skills

Anyone interested in the above position who meets the minimum requirements pursuant to Civil Service guidelines please email the Township Administrator.