

Municipal Court Career Opportunity

MUNICIPALITY: Point Pleasant Borough
VICINAGE: Ocean
POSITION TITLE: Part-time cashier
POSTING DATE: August 2, 2019
DEADLINE DATE: August 15, 2019
SALARY RANGE: \$15.00 Per Hour/15 Hours a week

POSITION DESCRIPTION AND REQUIREMENTS

The Point Pleasant Borough Municipal Court is seeking an experienced individual for this position to work in the court offices performing data entry, cashier work, heavy telephone customer interactions, and other clerical support work as required. Candidates must comply with the Code of Conduct of Judiciary Employees. Candidates must be willing to attend Principles of Municipal Court Administration classes.

Candidates must be available to work court dates, which include (1) night court session a month. Candidates should also have a working knowledge of ATS/ACS as well.

Please send resume by August 15, 2019, to:

Robert Michalkowski, Court Administrator at Robert.michalkowski@njcourts.gov

The Borough of Point Pleasant 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.