



HILLSBOROUGH TOWNSHIP IS HIRING *Join Our Team!*

Located in the heart of Somerset County

Hillsborough Township offers an excellent work environment with an extensive benefits package.

Medical - Dental - Cafeteria Plan - Vision Flexible Spending Account Pension - Employee Recognition Program - Merit Increases

OPEN POSITION

Violations Clerk

Under the direction of the Municipal Court Judge and Court Administrator, the candidate will be responsible for data entry, case scheduling, payment processing, daily reconciliation of traffic/criminal accounts and preparation of daily deposits for a fast-paced, high-volume, multi-jurisdictional municipal court. This position provides customer service to the public by way of phone, email and written correspondence in addition to handling all in-person traffic at the violations window. Strong customer service and communication skills are essential. The candidate will be responsible for answering public inquiries on traffic and criminal matters and providing direction and procedural guidance to the public. The violations clerk will collect fees, disburse payments, complete and distribute required forms to appropriate state agencies, accept and process not guilty pleas and entry of appearance by attorneys and document and provide disposition information. The candidate will be responsible for data entry of traffic and non-traffic complaints into MACS, eCDR, ATS, and ACS. The candidate will be required to attend all court sessions and at times will be responsible for sound recording and log maintenance.

Other duties include:

- Review and certify reports, applications and other documents for accuracy. Communicate changes in disposition information directly to the New Jersey Motor Vehicle Commission.
- Handle special requests for information in accordance with prescribed rules and regulations.
- Receive all private citizen complaints for filing and provide procedural guidance to the public.
- Answer inquiries and handle correspondence professionally and efficiently.
- Review case management reports concerning complaint issuance, payment dispositions and financial reconciliation.
- Maintain, classify and cross-reference records and files. Maintains traffic and criminal master file in accordance with Judiciary directives.
- Will be required to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Required:

- Must possess at least one year prior experience in work related to the administrative operation of a municipal court, law enforcement agency or law office, including the preparation of legal documents.
- Must possess at least one year experience in the following Municipal Court Computer Programs/Applications: ATS, ACS, eCDR, MACS, PageCenter and NJDMV.
- Must successfully complete Principles of Municipal Court Administration Level I and Level II within 1 year of hire.
- High school diploma or GED
- Must possess superior customer service skills and ability to work well under pressure.
- Candidate must read, understand, sign and abide by the Judiciary Code of Conduct.
- Must be available to work evening court sessions as required.

Preferred:

- At least one year prior experience in work related to payment processing, bookkeeping, and reconciliation of accounts.
- Accuracy and attention to detail in the processing of payments and the ability to reconcile multiple financial accounts.
- Experience in setting goals and objectives.

**The Township of Hillsborough is an equal opportunity employer.
Forward a cover letter of interest, resume, and 3 references,
to Sarah Brake: sbrake@hillsborough-nj.org**



908-369-4313



379 South Branch Rd. Hillsborough, NJ 08844



www.hillsborough-nj.org