

**EMPLOYEE NOTICE
JOB POSTING & JOB DESCRIPTION**

JOB TITLE: Assistant Violations Clerk
SALARY: \$30,284 - \$61,960
RANGE #: 6
DEPARTMENT: Municipal Court
REPORTS TO: Municipal Court Judge
Municipal Court Administrator

JOB DESCRIPTION

Works under the general direction of the Municipal Court Administrator and Municipal Court Judge; collects fees for traffic violations, fines and costs in municipal court and performs related duties as required

ESSENTIAL FUNCTIONS PERFORMED

- Data entry of traffic tickets and complaints filed with the municipal court into and printing E-tickets via MACS BPM
- Schedules cases for court
- Prepares, e-mails and prints court calendars via PageCenter
- Records and logs court proceedings
- Maintains court logs
- Receives fines, costs and other monies paid into the court and posts all payments in ATS/ACS or MACS BPM
- Responds to telephone and correspondence inquiries, including but not limited to letters of representation and disposition requests
- Answers phone calls and responds to walk-in inquiries, assisting defendants with technical and procedural guidance
- Grants adjournments within general guidelines for traffic and non-indictable matters
- Handles special requests for information in accordance with prescribed rules and regulations set forth by the AOC
- Processes all notices generated for traffic and criminal complaints, including but not limited to scheduling notices, failure to appear notices and warrant notices
- High volume routine contact with general public, attorneys, court administrative personnel and various law enforcement agencies at all levels
- May perform other related work as required
- Required to adhere to the Code of Conduct for Judiciary Employees
- All job responsibilities are performed in accordance with the New Jersey Rules of Court, Supreme Court Directives, Code of Conduct for Judiciary Employees, laws and established policies and procedures governing the operation of the Municipal Courts

EQUIPMENT USED/JOB LOCATION

- Computer
- Telephone
- Typewriter
- Calculator
- Copy Machine
- Fax Machine
- Shredder

AFSCME UNION

- Court recording system
- Language Line equipment
- Heavy use of the Automated Traffic/Criminal (ATS/ACS), MACS BPM System and PageCenter computer and components including printers.
- All equipment is located in the violations bureau, court administrator's office and courtroom.

REQUIRED KNOWLEDGE AND ABILITY

- Knowledge of office methods, practices and equipment
- Must be a motivated self-starter
- Ability to multi-task, handling high volume phone calls and window traffic, requests from police, attorneys, other court staff
- Ability to perform tasks involved in the maintenance of records with a high degree of accuracy
- Ability to prioritize and organize assigned work in conjunction with time constraints as promulgated by court rules and office procedures
- Ability to perform work requiring attention to clerical and numerical detail
- Ability to develop effective work methods
- Required to learn to use various types of electronic and/or manual recording and information systems used by the office
- Effectively perform the work operations of the municipal court
- Communicate effectively with staff and other outside agencies, verbal and written
- Prepare clear, concise reports
- Read, write, speak, understand or communicate in English sufficiently to perform the duties of this position
- Attend classes and seminars organized by the Middlesex County Vicinage and the Administrative Office of the Courts
- Work evening court sessions
- Maintain confidential information
- Must successfully complete Principles of Municipal Court Administration Levels I and II courses within one year of hire date
- Maintain effective working relationship with all employees and general public in a courteous and tactful manner
- Requires accuracy and attention to detail, strong customer service skills, experience in handling cash, knowledge of Microsoft Word and Excel

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Must possess a High School diploma or GED equivalent.
- Valid NJ Drivers License
- Previous court experience preferred
- Must successfully pass a thorough criminal history and background check.
- Must successfully pass a clerical general and typing test
- Must successfully complete a six month probation period

South Brunswick is an Equal Opportunity Employer.