

Logan Township Municipal Court

Part-Time Violations Clerk/Sound Recorder

Resume deadline – July 10, 2018

Seeking a qualified individual to serve as a part-time violations clerk/sound recorder. Successful candidate **MUST** be available for all scheduled court sessions. Sessions are held the 1st, 3rd and 4th Wednesday of every month and a conflict court session on the 4th Thursday every other month.

Duties include set-up/testing of recording equipment, recording court sessions and keeping an accurate log of court proceedings. Specialized clerical work involves receipting payments, entering traffic tickets, criminal complaints and processing documents, as well as filing, answering phone and providing customer service. Knowledge of court software, ATS/ACS/MACS/FTR GOLD, helpful.

Applicant **MUST** comply with directive #03-08 (CODE OF CONDUCT). Logan Township is an EOE Employer. Send resume to:

Lori Zane, CMCA

125 Main Street, P.O. Box 314

Bridgeport, N.J. 08014