



TOWNSHIP OF ABERDEEN
Office of The Township Manager
One Aberdeen Square
Aberdeen, NJ 07747
(P) 732-583-4200

Bryan A. Russell, RPPS, QPA
Township Manager

Municipal Court Career Opportunity

MUNICIPALITY: ABERDEEN TOWNSHIP MUNICIPAL COURT

VICINAGE: MONMOUTH VICINAGE

POSITION TITLE: VIOLATIONS CLERK – PART TIME

POSTING DATE: NOVEMBER 30, 2021

DEADLINE DATE: DECEMBER 15, 2021

SALARY RANGE: \$12.00 - \$33.00 PER HR BASED ON EXPERIENCE

The Municipal Court of Aberdeen/Matawan is seeking to hire a Part-Time Violations Clerk.

The Violations Clerk will perform daily functions of Municipal Court as assigned. Candidates must be courteous and able to deal effectively with the public. Applicants should be detail oriented and have strong customer service, communication and telephone skills.

Responsibilities include but are not limited to: ticket entry, responding to phones and walk-in inquiries, payment processing, filing, case scheduling, and dispositions.

Knowledge of ATS/ACS/EMACS's REQUIRED.

Please submit cover letter and resume to:

Bryan Russell, Township Manager
1 Aberdeen Square
Aberdeen, NJ 07747
Bryan.russell@aberdeennj.org

NO PHONE CALLS PLEASE

An Equal Opportunity Employer