



JOB POSTING

Township of Middle

POSITION: CLERK 1 (1 position open)

DEPARTMENT: Municipal Court

JOB DESCRIPTION: <https://info.csc.state.nj.us/jobspec/01245.htm>

Township of Middle, NJ is seeking a full-time clerical staff member for the Municipal Court Department. Due to significant interaction with administration, staff, and taxpayers, applicants must possess excellent customer service and conflict resolution skills. Must comply with the NJ Rules of the Court, Administrative Directives, laws, and established policies and procedures governing the operation of Municipal Courts. The successful candidate will work under the general direction of the Municipal Court Judge and Municipal Court Administrator. Exemplary strong verbal and written communication skills are needed to provide professional and courteous assistance. Candidate must possess some knowledge of office machinery, personal computers, and various software applications, including but not limited to Microsoft Office, Outlook, and Excel. This is a great opportunity for a career in government with growth potential or for someone who recently retired from the Judiciary System.

EMPLOYMENT STATUS: Full-time permanent position, 35 hours a week.

BENEFITS AND SALARY: \$30,000.00 annual

EXPERIENCE: Any training and certifications necessary in the field will be obtained upon acceptance of the position.

Applications can be downloaded at <https://middletownship.com/jobs/> or picked up at the Township Hall.

Email completed applications, letters of interest, and resumes to:

Varvara Keun at vkeun@middletownship.com

Township of Middle is an Equal Opportunity Employer.