



## **TOWNSHIP OF CRANFORD**

### **OFFICE OF ADMINISTRATION**

**JAMIE CRYAN, CPM, TOWNSHIP ADMINISTRATOR**

**8 SPRINGFIELD AVE. - CRANFORD, NJ 07016**

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### **MUNICIPAL COURT ADMINISTRATIVE CLERK - FULL TIME**

**MUNICIPALITY:** Township of Cranford  
**VICINAGE:** Union County Vicinage  
**POSITION TITLE:** Municipal Court Administrative Clerk - Full Time  
(40 Hours/Week Including Weekly Court Night)  
**POSTING DATE:** February 25, 2020  
**DEADLINE DATE:** March 9, 2020  
**SALARY RANGE:**

#### **POSITION DESCRIPTION AND REQUIREMENTS**

The Township of Cranford Municipal Court is seeking to hire a motivated, self-starter, with good writing and communication skills to assist in all facets of daily Municipal Court operations under the direction of the Municipal Court Administrator and Municipal Court Judge. The successful candidate must be customer service oriented and possess the ability to work in a team environment and independently. Excellent organizational skills and attention to detail are essential. As is the ability to maintain a professional demeanor, practicing strict confidentiality with sensitive information. Responsibilities include, but are not limited to data entry, filing, scheduling, assisting in maintaining the courts financial accounts; drafting correspondence; accepting and processing payments; answering queries and providing information to the public, defendants and attorneys, and performing other related duties as required.

The successful candidate will comply with New Jersey Rules of Court, Supreme Court Directives, Judiciary Code of Conduct, Township of Cranford Personnel Manual and all established policies and procedures governing the operation of Municipal Courts. Knowledge ATS/ACS, MACS and Page Center systems a plus. The position requires attendance at evening court sessions. Salary shall be commensurate with experience and qualifications. Position open until filled. Please submit cover letter and current resume to:

**Lorie Powell, C.M.C.A., Municipal Court Administrator**  
**Township of Cranford Municipal Court**  
**8 Springfield Avenue**  
**Cranford, NJ 07016**  
**908-709-7245**  
**[lorraine.powell@njcourts.gov](mailto:lorraine.powell@njcourts.gov)**

The Township of Cranford is an Equal Opportunity Employer.

**\*\*NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is not a State job posting.