

Township of Cedar Grove
Essex County, New Jersey

VIOLATIONS CLERK: TOWNSHIP OF CEDAR GROVE (PT)

The Township of Cedar Grove is seeking to employ an experienced part-time Violations Clerk with the Cedar Grove Municipal Court. The successful candidate will be responsible for filing documents, answering phone calls, assisting with Zoom, and performing other court related tasks, all of which will be demonstrated to the successful candidate. Hours are MONDAY (12:30 pm to 4:30 pm); WEDNESDAY (10:30 am to 4:30 pm); and FRIDAY (10:30 am to 4:30 pm).

Relevant municipal experience is preferred. Proficiency in a second language is preferred. The Township of Cedar Grove is an equal opportunity employer. Hourly pay is based on experience. Interested candidates possessing the aforementioned qualifications should submit a cover letter, resume, job history, and references via email to Sukaina Barlas barlas@cedargrovenj.org with the subject line "Municipal Court Violations Clerk."