

Job Opening
Part Time Violations Clerk – Municipal Clerk
Job Code 04244

The Borough of Milltown is currently seeking applicants for the position of Part Time Violations Clerk in the Municipal Court. Successful candidate will be required to perform a variety clerical, administrative, and support duties. Excellent computer, verbal and written communication skills and ability to organize and manage multiple tasks required. Virtual and in person court attendance is necessary.

Knowledge in ATS/ACS, EMACS, PCSAM, Page center and virtual platforms experience is preferred as well as candidates who completed POMCA classes.

The Borough of Milltown is a Civil Service Municipality. Civil Service Job description can be obtained through the Municipal Clerk's Office. The Borough of Milltown is an Equal Opportunity Employer

Interested candidates should submit Milltown Employment Application, Resume, and References to the Borough Clerk, Mimi Marlor at clerk@milltownboro.com or 39 Washington Ave. Milltown, NJ 08850