

# ATLANTIC COUNTY GOVERNMENT

## JOB ANNOUNCEMENT

### PLEASE POST

Posting Date: 11/28/23

Closing Date: 12/05/23

**TITLE:** Clerk 1 Municipal Court

**SALARY:** \$31,500

Hours: 40  35

**DEPARTMENT:** Central Municipal Court of Atlantic County

Union:  Mgmt

**LOCATION:** Government Complex Center, Mays Landing

NJCSC Test Required: Yes  No

Grant Funded: Yes  No

### **DEFINITION:**

Under limited supervision, performs clerical work involving the processing of documents in a variety of functions; performs moderately complex and non-routine clerical work; may provide guidance and assistance to other staff; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **REQUIREMENTS:**

#### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

### **EXAMPLES OF WORK:**

Prepares the docket (or schedule) of cases to be called and contact witnesses, attorneys, and other parties to collect or provide information; calls court to order, administers oaths to jurors, witnesses, court officers and others, announces postponements, and adjourns court; assists the judge both on the bench and in the chambers.

Receives, screens, reviews and verifies documents.

Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refers problems to supervisor for resolution.

Provides guidance and assistance to staff.

Opens, time stamps, sorts, numbers, and distributes mail.

Maintains prepared mailing lists.

Sorts, indexes, and files checks, cash stubs, vouchers, requisitions and other materials numerically, alphabetically, or according to other predetermined classification, and maintains such files.

Receives applications, documents, forms and fees; screens, sorts and assembles this information for further processing.

May wrap packages for shipment by mail or express.

Assembles materials for distribution.

Hand stamps letters, papers, and other documents.

Fills in and checks form letters, circulars, and forms as directed.

Compiles information and/or numerical data.

Provides information in person and over the telephone.

May enter and/or retrieve information on a computer terminal.

May occasionally perform keyboarding/typing duties, but not as the primary function of the position.

May assist in requisitioning, storing, and distributing office supplies.

May assist in preparing and verifying payrolls and makes simple arithmetic calculations.

Schedules administrative proceedings; may process requests for scheduling changes.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**KNOWLEDGE AND ABILITIES:**

Knowledge of office routines, equipment, and practices.

Ability to comprehend established office routines and department regulations.

Ability to organize assigned clerical work and develop effective work methods.

Ability to provide guidance and assistance to staff.

Ability to make simple arithmetic calculations and tabulations.

Ability to understand, remember, and carry out oral and written directions.

Ability to perform tasks accurately within prescribed time frames.

Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.

Ability to sort, index, file, and pull varied types of materials using an established filing system.

Ability to operate and perform routine maintenance on office machines and other equipment.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units after a period of training.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>**

**Alternatively, applications may be mailed to the**

**Atlantic County Division of Human Resources**

**1333 Atlantic Avenue, Atlantic City, NJ 08401**

***- We are an Equal Opportunity Employer -***