



## ***JOB OPPORTUNITY***

***TITLE:*** Violations Clerk – Part-time

***DEPARTMENT:*** Municipal Court

***RESPONSIBILITIES:*** Strong customer service skills. Responsibilities include but are not limited to specialized clerical work involving receipting payments, processing data entry, processing documents in a variety of functions including filing, answering the phones, walk-in inquiries from the public, attorneys, and litigants, and attend court sessions.

Candidates should possess experience in customer service, detail-oriented work, handling of money and making financial transactions. Knowledge of ATS/ACS/MACS is preferred. The position is part-time, approximately 29.5 hours a week, \$14.84/hr.

Send Resume and/or Employment Application to [ddimattia@berlinnj.org](mailto:ddimattia@berlinnj.org) or mail to

Borough of Berlin  
Attn: Debra DiMattia  
59 S. White Horse Pike  
Berlin, NJ 08009

Applications available at [www.berlinnj.org/community\\_information/forms.php](http://www.berlinnj.org/community_information/forms.php)

***POSTING DATED:*** September 7, 2021 to September 17, 2021