

RESOLUTION 2024-373

**RESOLUTION OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN,
STATE OF NEW JERSEY ADOPTING JOB DESCRIPTION, SENIOR
VIOLATIONS CLERK FOR THE MUNICIPAL COURT**

BE IT RESOLVED by the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey that the attached job description for Senior Violations Clerk for the Municipal Court is hereby adopted and made part of the existing Barnegat Township Job Descriptions

CERTIFICATION

I, Donna M. Manno, Municipal Clerk of the Township of Barnegat, County of Ocean, State of New Jersey do hereby certify that the foregoing resolution was duly adopted by the Barnegat Township Committee at their regular meeting held in the Municipal Complex, 900 W. Bay Avenue Barnegat NJ on the 7th day of November, 2024.

Donna M. Manno, RMC
Municipal Clerk

JOB DESCRIPTION

TITLE: Senior Violation Clerk

DEPARTMENT: Municipal Court

CLASSIFICATION: Level B – White Collar

STATUS: FULL TIME (X) PART TIME ()

UPDATED: November 7, 2024

DESCRIPTION OF DUTIES

The Senior Violation Clerk is responsible for the entry of all motor vehicle summons and special complaints, the acceptance of all payments both through the mail and at the violation window and the filing of all summonses. This position requires some knowledge of legal terminology, the ability to interpret the State Statutes and Criminal Code, as well as independent judgement during day to day functions. The ability to deal courteously and patiently with the public, both on the telephone and in person is vital.

RESPONSIBILITIES

- Enter all tickets and summons in computer.
- Control all summonses as written.
- Must have knowledge of motor vehicle statutes to determine “court appearance required” or “payable through VB tickets.”
- Open all mail and process all payments.
- Assist during court sessions by collecting fines and processing paperwork.
- Complete follow-up work for the time payments.
- Maintain closed traffic ticket file.

WORK ACTIVITIES

SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge of office practices and procedures.
- Knowledge of Court Procedure.
- Knowledge of basic bookkeeping and arithmetic.
- Ability to establish and maintain a filing and record system.
- Ability to work independently.

EDUCATION REQUIREMENTS

- Must have completed Phase I, II, III, and IV of the Municipal Court Administrator's Certification Program and Fully Accredited within three years of appointment to the position.
- Must attend monthly seminars, as they are scheduled, to keep up to date on changes in the laws and various phases of the job.
- General knowledge and continued use of the law books and manuals available in the office.

SUPERVISION

Court Administrator
Municipal Court Judge
Township Administrator

PHYSICAL DEMANDS

- Minimum required to perform the tasks assigned.