

Violations Clerk - Franklin Borough.

Position Description and Requirements: Full-time The Shared Court of Franklin Borough and Hardyston Township is seeking an energetic, self-motivated, customer service-oriented, and detail-focused individual to fill the position of Violations Clerk. The Violations Clerk will work under the supervision of the Municipal Court Administrator. Responsibilities include but are not limited to assisting the Municipal Court Administrator with data entry, collecting fees for traffic, criminal, and other penalty enforcement violations. The selected candidate will be required to perform clerical work such as filing, calendaring, proofreading, certifying, drafting, and answering correspondence, reports etc. The selected candidate will be called upon to assist the public with general court inquiries. As court sessions are conducted virtually, candidates with experience operating video conferencing platforms such as ZOOM and Microsoft TEAMS preferred. Availability for court sessions is a must as they continue after regular business hours. Please send application, resume, and cover letter by June 30, 2026 to: Please submit cover letter and resume to: Neil Spidaletto, Borough Administrator, Email: admin@franklinborough.org Lauren Mitchener, Municipal Court Administrator e-mail: lauren.mitchener@njcourts.gov No telephone calls, please. Franklin Borough is an Equal Opportunity Employer. \$40,000-\$50,000 salary