

Municipal Court Career Opportunity

MUNICIPALITY: Mansfield Township

VICINAGE: Somerset/Hunterdon/Warren Vicinage

POSITION TITLE: Full-Time Violations Clerk

POSTING DATE: August 19, 2026

DEADLINE DATE: September 9, 2026

SALARY RANGE: \$40,000 to \$70,000 annually

BENEFITS: Medical/Dental Insurance, Paid Time-off, and Pension available

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Mansfield is seeking a qualified individual for the position of Violations Clerk for the Shared Courts of Mansfield Township, Oxford Township, Washington Borough, and Washington Township, (Warren County), State of New Jersey. Compensation will be commensurate with qualifications and experience. Compliance with the New Jersey Rules of Court, Supreme Court Orders and Guidelines, Administrative Directives, laws and established policies and procedures governing the operation of the Municipal Court in this vicinage is required.

Experience in court administration, case flow management, working knowledge of ATS/ACS, eMACS, PCSAM systems preferred. You must possess the ability to work with the general public, staff and professionals and to perform related duties as required. Knowledge of video communications and virtual court platforms such as Microsoft Teams and ZOOM are preferred.

Experience

One (1) year of experience in work related to the operation of a court, law enforcement agency, law office or government agency, or office environment, including the preparation and/or processing of legal documents, preferred.

This is **not** a civil service position.

Please submit cover letter, current résumé and salary requirements by or before **September 9, 2026**, to:

Jammillah Alexis
Deputy Court Administrator
jammillah.alexis@njcourts.gov

and

Ellen Modjeski, CMCA
Municipal Division Manager
Somerset/Hunterdon/Warren Vicinage
ellen.modjeski@njcourts.gov

Kindly reference the Mansfield Township Shared Courts VC position in your email.

****No telephone calls, please****

The Township of Mansfield is an Equal Opportunity Employer.

**** NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is **not** a state job posting.