

# **Violations Clerk**

**Annual Salary \$29,000.00**

**Interested candidates must submit their resume and application to the Twp of Edison HR  
Dept 100 Municipal Blvd. Edison, NJ 08817.**

Under direction, performs responsible work involved in collecting fees for traffic violations in municipal courts; does other related duties and typing as required.

**Note:** The definition and 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.

## **Examples of Work:**

Has charge of and performs responsible work involved in collecting fees for traffic violations in relation to the acceptance of appearance, waivers of trial, pleas of guilty, payment of fines and costs, and traffic violations.

Enters names of traffic violators, their addresses, amounts of fines, and dates of payments in docket books.

May attend court sessions.

Reviews, checks, and certifies reports, applications, and other documents for correctness where difficult determinations are concerned.

Handles special requests for information in accord with prescribed rules and regulations.

Receives, reviews, and adjusts complaints, answers inquiries, and handles correspondence.

Prepares reports and statements, and gives assignments and instructions to assigned employees.

Makes decisions requiring knowledge of the organization and maintains, classifies, indexes, and cross-references records and files.

Types documents from varied forms of copy.

Maintains, classifies, indexes, and cross-reference records and files.

Utilizes various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

## **Requirements:**

Two years of experience in clerical work including typing.

Violations Clerk position requires certified successful completion of a Microsoft Word training program given by a fully accredited institution.

For Senior Violations Clerk promotion, one (1) year as a Violations Clerk and certified, successful completion of a Microsoft Excel training program given by a fully accredited institution is required. Upon verification of requirements, promotion will take effect the following July 1.

For Principal Violations Clerk promotion, one (1) year as a Senior Violations Clerk and certified successful completion of a Microsoft Office Outlook program given by a fully accredited institution is required. Upon verification of requirements, promotion will take effect the following July 1.

**Knowledge and Abilities:**

Knowledge of office methods, practices, and equipment and of performing tasks involved in the keeping of records.

Ability to organize assigned work and develop effective work methods.

Ability to supervise the maintenance of suitable records and files.

Ability to add, subtract, multiply, and divide decimals.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.

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.

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