

BOROUGH OF ROSELLE, UNION COUNTY

JOB POSTING

Title: Court Attendant
Location: Office of the Municipal Court
No. of Positions: 1 P/T
1 Per Diem
Salary: \$18.00 per hour

Opening Date: September 5, 2012

Closing Date: September 12, 2012

Under direction, attends the judge of the court to which assigned. Responsible for weapons screening.

Knowledge of court practices and procedures and techniques which would be useful in maintaining order and security in the court room. Ability to preserve the dignity and order of the court. Understand, remember, and carry out oral and written directions to learn quickly from oral and written explanations and from demonstrations. Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. Appointee will be required to possess a valid NJ driver's license. Application can be obtained in Borough Hall or send resume, and salary history to David G. Brown II, 210 Chestnut Street, Roselle, NJ 07203, dbrown@boroughofroselle.com .

Roselle is an equal opportunity employer who fully and actively supports equal access for all people regardless of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.