New Jersey Courts, Morris/Sussex Vicinage

Title: Arbitration Program Assistant

Location: Washington & Court Streets, Morristown

Job Type: Part-time

Compensation Type: Hourly  Wage: $14-$18/hour

Start Date: ASAP

Job Description: The NJ Judiciary is seeking a dependable, detail-oriented individual with excellent customer service skills to work on a part-time basis in the Civil Arbitration Program. Under the direction of a supervisor, this position will provide varied clerical assistance in the complementary dispute resolution programs in the division, most specifically, the Arbitration Program. The type of duties will include entering data into the Automated Case Management System (ACMS); reviewing correspondence and data processing output for accuracy; preparing and mailing correspondence; processing mail; customer telephone contact and answering telephone inquiries; operating various types of office equipment; filing and performing other related duties as required.

This position is limited to a maximum of 944 hours in a fiscal year. No Health/Fringe Benefits.

Qualifications:

EXPERIENCE: One (1) year of experience in an office environment performing a variety of clerical and support services to include keyboarding and one or more of the following: document or information processing, handling payments for fees, recording monies received, transcribing information, reconciling balances or accounts, scheduling meetings or appointments.

TESTING: Candidates for appointment must pass an appointing authority qualifying examination to demonstrate keyboarding skills at the Judiciary standard of at least 25 words per minute or possess a current typing proficiency certification issued by the New Jersey Civil Service Commission or New Jersey Judiciary.

Driver's License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle is necessary to perform essential duties of the position.

Authorization to Work: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

Special Note: Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information.

Residency Law: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey.

Application Instructions: https://www.governmentjobs.com/careers/njjudiciary/jobs/1792440/arbitration-program-assistant-hourly-unclassified

The NJ Judiciary requires all applicants to complete the application process fully and as instructed. All applicants must complete the work experience and education sections and attach any required documents.
Applications must describe all relevant work experience in detail, beginning with your current or most recent job, including military service (indicate rank), internships and job-related volunteer work, if applicable. Use a separate section to describe each position or gap in employment. Applicants who do not include or enter all relevant education history or work experience or who indicate "see resume" or enter their initials to verify that they do not possess any education history or work experience in lieu of a completed application will not be considered, unless you do not possess any education history or work experience. If you have not fully completed the application or followed the application instructions, return to your application and update any incomplete or missing information before submitting. Only applicants that follow the application instructions and submit completed applications will be considered.

About the organization: The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Court of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.

The Judiciary of New Jersey is an Equal Opportunity/Affirmative Action. Employer Committed to Ensuring an Open Door to Justice.