

Municipal Court Career

MUNICIPALITY: Township of Harrison
VICINAGE: Gloucester County - Vicinage 15
POSITION TITLE: Violations Clerk – 25-30 hours per week
POSTING DATE: September 18th, 2019
DEADLINE DATE: October 4th, 2019
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Harrison Township Municipal Court (Gloucester County) is seeking to hire a qualified individual for the part-time position of Violations Clerk. Responsibilities include, but are not limited to data entry, scheduling, payment processing, filing, and correspondence. Answering queries and providing information to the public, defendants and attorneys. Applicants should be detailed oriented, have strong customer service skills, experience handling cash, and the ability to work as a team member. Must comply with New Jersey Rules of Court, Supreme Court Directives. Laws and established policies and procedures governing the operation of the Municipal Courts. Must be available to work all court sessions.

Experience is preferred but will train an individual who is motivated, a self-starter and detailed oriented.

Please send resume directly to:

Carla K. Rios, Certified Municipal Court Administrator
Harrison Township Municipal Court
114 Bridgeton Pike
Mullica Hill, N.J. 08062

The Township of Harrison is an Equal Opportunity Employer.

EMPLOYMENT AD

HARRISON TOWNSHIP, GLOUCESTER COUNTY – Seeking Full Time Deputy Municipal Clerk/ Deputy Registrar of Vital Statistics – (pop. 12,417). Successful candidate must hold a Registered Municipal Clerk certification from the N.J. Department of Community Affairs within 2 years of hire and hold or be willing to pursue a Certified Municipal Registrar Certification issued by the N.J. Department of Health within six months of hire. This position requires a high degree of accuracy, attention to detail, excellent written and oral communication skills and strict confidentiality. Applicant must be computer literate, have experience with Edmunds computer software, and be especially proficient in Microsoft Office applications specifically Word and Excel. This position requires outstanding customer service skills, ability to problem solve, multi-task, and work independently. Hours are 8:00 a.m. – 4:00 p.m., however applicant must be available for a min. of 2 evenings per month and be willing to work extended hours during elections. Interested candidates with an exceptional work ethic may submit a letter of interest, resume and salary requirements to: Township of Harrison, Township Administrator, Mark Gravinese, 114 Bridgeton Pike, Mullica Hill NJ 08062. Deadline for replies is May 25, 2019. No phone calls please.

Harrison Township

Wastewater Treatment Class II Operator Ad

The Township of Harrison, Mullica Hill NJ is looking for a reliable candidate for the Wastewater Treatment Facility. The successful candidate must meet the needs of the Job Description and will be required to work weekends, holidays and or overtime as necessary. The Individual should be detailed oriented with mechanical aptitude and possess math/science basic skills. **NJDEP License S1&C1 Required.** A copy of your NJDEP License ('s) should be provided with the application. CDL Class B is a plus. Full Time 40hr/week - \$22.50/hr with Health Benefits. Note: All applicants are subject to the following: Drug/Alcohol Screening & Driver's License check. Applications available at 114 Bridgeton Pike Mullica Hill NJ. Deadline to apply 1/14/2019

Note:

Permission granted to advertise on 11/19/18

Applications accepted till January 14th 2019

Interviews the week of January 21st 2019

Township Meeting February 4th 2019

EMPLOYMENT AD

PUBLIC WORKS EMPLOYEE - The Township of Harrison, Gloucester County is seeking a highly motivated, responsible and well-rounded individual for a full time position in our Public Works department. This individual must be able to work independently as well as with others. The ideal candidate must be detail oriented and possess a strong work ethic. Applicants with experience operating light and heavy equipment including commercial landscaping equipment, sanitation trucks, light and heavy snow and ice control equipment will be given strong consideration for the position. Minimum qualifications are a valid Class B CDL license with air brakes as well as a high school diploma. Employment is contingent upon passing a pre-employment drug and alcohol test screening. Applicants must also be willing to allow the Township to obtain a copy of his/her driver's abstract. Employment applications are available in the Township Clerks's office in the Municipal Building, 114 Bridgeton Pike, Mullica Hill, New Jersey 08062 or call 856-478-4112.

EMPLOYMENT AD

DRIVERS – Harrison Township is looking for CDL and non-CDL part time snowplow operators. Applicants must possess a valid New Jersey driver's license and agree to having a driver abstract obtained from Motor Vehicle Services. Applicants must also pass a pre-employment drug screening and should have some experience operating light, medium and heavy duty snow removal equipment depending on the applicant's license classification. The duration of employment will be from December, 2018 to April, 2019. If hired, drivers would be called in on an as needed basis. Rate: \$22.00 per hour non CDL; \$25.00 per hour Class B or higher CDL. Applications may be picked up at the Township Clerks's office, 114 Bridgeton Pike, Mullica Hill, New Jersey. Application deadline: December 7, 2018.

Special Law Enforcement Officer Class II- The Township of Harrison is accepting applications for SLEO Class II. Applicants must have a valid New Jersey SLEO Class II PTC certification, High School Diploma or equivalent, US Citizenship, New Jersey Residency and a valid New Jersey Driver's License. Applicants may pick up an application at the Harrison Township Police Department, 199 Colson Lane, Mullica Hill, NJ from September 18, 2018 to October 2, 2018 between the hours of 8:30 am and 3:30 pm. Applicants must provide a copy of their SLEO Class II certification and resume upon returning their applications. The completed application and a resume must be submitted to the Harrison Township Police Department no later than October 2, 2018.

EMPLOYMENT AD

SUMMER EMPLOYMENT - PUBLIC WORKS EMPLOYEE, - Township of Harrison.

Thirty-five hours per week at \$10.00 to \$14.00 per hour. Duties include assistance with maintenance of municipal buildings, grounds, and streets. Need responsible, hard working individual who possesses a valid New Jersey driver's license. Experience with commercial lawn maintenance equipment a plus. Employment applications available in the Township Clerk's office, 114 Bridgeton Pike, Mullica Hill, NJ 08062. No phone calls please. Application deadline: Tuesday, June 26, 2018.

PT ADMINISTRATIVE ASSISTANT – HARRISON TOWNSHIP is accepting applications for a PT Administrative Assistant who is motivated, well-organized and professional. This position provides administrative support for the Harrison Township Police Department. Candidate should have computer proficiency, the ability to multi-task, excellent written and verbal skills and the ability to work cooperatively with employees and the general public. Applicants may pick up applications at the Harrison Township Police Department located at 199 Colson Lane, Mullica Hill, New Jersey from the hours of 9:00 am and 3:30 pm on June 11, 2018 thru June 15, 2018.

EMPLOYMENT AD

PUBLIC WORKS EMPLOYEE - The Township of Harrison, Gloucester County is seeking a highly motivated, responsible and well-rounded individual for a full time position in our Public Works department. This individual must be able to work independently as well as with others. The ideal candidate must be detail oriented and possess a strong work ethic. Applicants with experience operating light and heavy equipment including commercial landscaping equipment, sanitation trucks, light and heavy snow and ice control equipment will be given strong consideration for the position. Minimum qualifications are a valid Class B CDL license with air brakes as well as a high school diploma. Employment is contingent upon passing a pre-employment drug and alcohol test screening. Applicants must also be willing to allow the Township to obtain a copy of his/her driver's abstract. Employment applications are available in the Township Clerk's office in the Municipal Building, 114 Bridgeton Pike, Mullica Hill, New Jersey 08062. You may email your application and resume to Diane Malloy, Municipal Clerk, dmalloy@harrisontwp.us no later than March 30th.

DEPUTY TAX COLLECTOR – HARRISON TOWNSHIP. (Gloucester County) is seeking a Full-time Deputy Tax Collector. Approx. 5,000 line items. CMTC preferred. Must be experienced in all aspects of tax collection, looking for a detail oriented person, who possess the ability to organize and manage multiple tasks. Excellent communication skills, prior supervisory experience and working knowledge of Edmunds software required. Must be able to interact with the public and co-workers in a professional manner and have a strong customer service skills. Experience in the use of basic office machines including printing calculators, handling large amounts of cash, and Microsoft Office software essential. Send cover letter and resumes with salary requirements to: Mark Gravinese, Township Administrator, Township of Harrison, 114 Bridgeton Pike, Mullica Hill, NJ 08062 or submit electronically to mlgravinese@harrisontwp.us Application deadline: March 19, 2018. EOE

EMPLOYMENT AD

HARRISON TOWNSHIP, GLOUCESTER COUNTY DEPARTMENT OF PUBLIC

WORKS MECHANIC - The Township is seeking a full time Class A Mechanic to perform maintenance and repairs on its diverse fleet of municipal equipment. The qualified candidate must have the skills to diagnose and repair complex electrical, mechanical and hydraulic systems on all types of equipment including, but not limited to police cars of various makes, pickup trucks, Class 3 to 8 dump trucks, snow and ice control equipment, trash trucks, street sweepers, heavy equipment, fire apparatus and commercial lawn maintenance equipment including small engine repair. Applicants must have a strong background in various types of welding and fabrication and be able to use state of the art diagnostic equipment and scanners to repair late model vehicles. Strong consideration will be given to applicants that possess ASE and Emergency Vehicle Technician certifications and factory training. Snowplow experience a plus. Minimum qualifications include a high school diploma or equivalent, valid New Jersey Class B commercial driver's license and two year degree from technical trade school in an applicable field of study. Pre-employment and random drug testing is required. Resumes should be forwarded to the attention of Diane Malloy, Township Clerk via email dmalloy@harrisontwp.us.

Harrison Township Job Ad

Tax Collector/Sewer Collector - Harrison Township Gloucester County is seeking a full time Certified Tax Collector/Sewer Collector, NJ State certification issues by DCA. Must be proficient in Edmunds MCSJ. Approximately 4700 line items. Performing the work involved in billing/collecting of both property taxes and sewer, serves as Tax Search Officer and does related work as required. Thorough knowledge of municipal tax collection statutory laws and practices. Must possess strong interpersonal skills necessary for daily contact with the public. Proficient in Word, Excel, and Outlook. Other duties include tax sales, lien redemptions, quarterly delinquent notices for both tax and sewer, appeals, replying to OPRA requests and knowledge of Payment In Lieu Of Taxes. The successful candidate must have five years' experience as a Certified Tax Collector. All candidates should be available to working up to 35 hours a week. Salary commensurate with experience. Harrison Twp. is an EOE. Please send resume & cover letter to Diane Malloy, Township Clerk, 114 Bridgeton Pike, Mullica Hill, NJ 08062, or via email to dmalloy@harrisontwp.us Must be received by September 1, 2017.

HELP WANTED – PART-TIME SECRETARY FOR THE ECONOMIC DEVELOPMENT COUNCIL (EDC).

The Township is seeking a part-time secretary for EDC, with experience in Microsoft office. Applicant must be available to attend all monthly EDC meetings which are held on the 2nd Monday of each month at the municipal building. Successful applicant will also be responsible for preparing monthly meeting agenda, drafting and distributing monthly meeting minutes, and other miscellaneous administrative duties as requested by EDC. Salary is \$75.00 per meeting. Applications are available at the Township Clerk's office between the hours of 8:00 am. And 4:00 p.m.

Joint Land Use Board Secretary

The Township of Harrison, Gloucester County is seeking an experienced, organized individual to serve as the Joint Land Use Board secretary in a high energy environment with a focus on teamwork. Duties will include managing all land use applications through the approval process and the management of professional escrow funds. Qualified candidates will also be responsible for attending meetings, establishing meeting agendas and preparing minutes for each meeting. This person will consult with the JLUB chairman as well as several of the towns' professionals. Proficiency with computers and a background in Edmunds municipal software is desired. Knowledge of the planning and zoning process along with the ability to improve the efficiency of the functions of this department is positive criteria for consideration. Please forward your resume, along with your salary requirement to: Township of Harrison, Attn: Municipal Clerk, 114 Bridgeton Pike, Mullica Hill, NJ 08062. Resumes may also be emailed to dmalloy@harrisontwp.us. All resumes must be received no later than July 28, 2017.

Police Officer- The Township of Harrison is accepting applications for full time and SLEO II police officer. Applicants must have a High School Diploma or Equivalent, US Citizenship, New Jersey Residency and a valid New Jersey Driver's License. Possession of a New Jersey PTC Certification or be waiver eligible is encouraged but not required. Applicants will be required to pay an application fee. Successful applicants will be required to submit to physical and psychological exams and pass a criminal background check. Applicants must APPLY online at: www.Policeapp.com/HarrisonswpNJ The closing date for submitting applications is May 15, 2017 at 11:59 pm.

Harrison Township Electrical Subcode Official – Electrical Inspector

The Township of Harrison is seeking a part time Electrical Subcode Official - Electrical Inspector. Must have a valid (HHS) and Electrical Subcode licenses issued by the New Jersey Department of Community Affairs. All applicants must also possess a valid driver's license from the state of New Jersey. Under direction of the Construction Official, this position has the responsibility for administering the Electrical Sub Code of the State Uniform Construction Code. Review applications and plans for and inspect electrical work for construction projects to ensure that compliance with approved plans and specifications are complied with. Inspects and evaluates electrical work in construction projects underway in a timely fashion. Responsibilities include customer friendly engagements with residents and contractors alike, while providing electrical inspections for the Township. The Electrical Subcode Official is expected to work an average of 16 hours per week. Work week for inspections are preferably Tuesdays and Thursdays with some flexibility. Salary will be commensurate with experience & skills. Send all resumes to Mark Gravinese, Township Administrator, 114 Bridgeton Pike, Mullica Hill, NJ 08062. All submission must be received no later than March 15, 2017 by 4:00 p.m.

EMPLOYMENT AD

DRIVERS – Harrison Township is looking for responsible drivers to plow snow for the upcoming winter. Applicants must possess a valid New Jersey driver's license and authorize obtainment of a driver abstract from Motor Vehicle Services. Applicants must also pass a pre-employment drug screening. CDL a plus. Part time, day and night shifts. Rate: \$18.00 per hour non CDL; \$22.00 per hour CDL. Applications may be picked up at the Township Clerk's office, 114 Bridgeton Pike, Mullica Hill, New Jersey or by calling 856-478-4111 x1. Application deadline: December 21, 2016.

Help wanted

Administrative Assistant for the Township of Harrison Wastewater Department. This is a part time position for 15 hours per week. Starting salary is \$14 per hour. Requirements for this position include a knowledge of Microsoft Word and Excel, excellent written and oral communication skills as well as organizational Office skills. Applications are available at the Municipal Clerk's Office. Applications / resumes will be accepted until November 30, 2016.

Please submit your application / resume to: Diane Malloy, Municipal Clerk
Township of Harrison 114 Bridgeton Pike, Mullica Hill, NJ 08062.

Special Law Enforcement Officer Class II- The Township of Harrison is accepting applications for SLEO Class II. Applicants must have a valid New Jersey SLEO Class II PTC certification, High School Diploma or equivalent, US Citizenship, New Jersey Residency and a valid New Jersey Driver's License. Applicants may pick up an application at the Harrison Township Police Department, 137 North Main Street, Mullica Hill, NJ from October 12, 2016 until October 21, 2016 between the hours of 8:30 am and 3:30 pm. Applicants must provide a copy of their SLEO Class II certification and resume upon returning their applications. The completed application and a resume must be submitted to the Harrison Township Police Department no later than October 21, 2016.

EMPLOYMENT AD

PUBLIC WORKS EMPLOYEE, - Township of Harrison. Forty hours per week with benefits. Entry level rate is \$15.00 per hour, and is negotiable based on experience. The Public Works Dept. maintains the public facilities, grounds, and streets within the township. Need a responsible, versatile, motivated individual with a good work ethic. Must have the ability to work well with others and be a self-starter. Must have a CDL license (or willing to obtain same). Experience in operating excavating, grading, and other related construction equipment a plus. Employment applications available in the Township Clerk's office, 114 Bridgeton Pike, Mullica Hill, NJ 08062. Application deadline: Monday, August 15, 2016.

EMPLOYMENT AD

SUMMER EMPLOYMENT - PUBLIC WORKS EMPLOYEE, - Township of Harrison.

Thirty-five hours per week at \$10.00 to \$14.00 per hour. Duties include assistance with maintenance of municipal buildings, grounds, and streets. Need responsible, hard working individual who possesses a valid New Jersey driver's license. Experience with commercial lawn maintenance equipment a plus. Employment applications available in the Township Clerk's office, 114 Bridgeton Pike, Mullica Hill, NJ 08062. No phone calls please. Application deadline: Tuesday, May 31, 2016.

Property/Code Enforcement Officer (2014)

Housing & Property Maintenance Enforcement Officer needed part-time for Harrison Township, Gloucester County. Must be capable of enforcing township Ordinances and inspecting properties within the township for compliance with property maintenance ordinances and rental occupancy requirements. Those with some knowledge of **Property Maintenance and Housing Official experience**, or with a working knowledge of construction codes, practices, property maintenance codes and regulations are encouraged to apply. Code Enforcement / Municipal experience and/or UCC licensing for building & fire is a plus. Qualified applicants should possess excellent written & verbal communication skills, be computer literate and have a working knowledge of MS Office & Word. This position requires a minimum of 10 hours per week, **plus** court appearances as necessary on behalf of the township. Must have a valid NJ driver's license. Applications may be obtained by visiting the township's website at www.harrisontwp.us. Completed applications and/or resume should include the applicant's salary requirement be addressed to Harrison Township Administrator Mark Gravinese, 114 Bridgeton Pike, Mullica Hill, NJ 08062.

BUILDING INSPECTOR, part-time, for the Township of Harrison. Candidate must be licensed per N.J.A.C. 5:23-5.8 as Building Inspector HHS. Building Subcode and Construction Official certification a plus. Operation of computers, inspection tools and test methods required. Resumes accepted until Friday, November 13, 2015.
Send to: Mark L. Gravinese, Township Administrator, Township of Harrison, 114 Bridgeton Pike, Mullica Hill, New Jersey, 08062.

Fire Subcode Official and Inspector, part-time, for the Township of Harrison.
Candidate must be licensed per N.J.A.C. 5:23-5.7 as Fire Official HHS. Any other HHS Subcode Official/Inspector certifications a plus. Operation of computers, inspection tools and test methods required. Resumes accepted until Friday, November 13, 2015.
Send to: Mark L. Gravinese, Township Administrator, Township of Harrison, 114 Bridgeton Pike, Mullica Hill, New Jersey, 08062.

Construction Official, part-time, for the Township of Harrison. Candidate must be licensed per N.J.A.C. 5:23-5.6 as Construction Official HHS. Any other HHS Subcode Official certifications a plus. Operation of computers, inspection tools and test methods required. Resumes accepted until Friday, November 13, 2015.

Send to: Mark L. Gravinese, Township Administrator, Township of Harrison, 114 Bridgeton Pike, Mullica Hill, New Jersey, 08062.

The Township of Harrison (Gloucester County) is seeking a dedicated and responsible person to fill the full time position of Assistant Treasurer. The person will assist the municipal treasurer with purchase orders, bank reconciliations, payroll, pension processing, accounts payable and other financial and administrative functions assigned by the CMFO. Prior local government financial accounting experience is a plus and knowledge of Edmunds software and Microsoft word and excel is preferred. Interested applicants should send cover letter, resume and salary requirements to Yvonne Bullock, CMFO/Treasurer, Harrison Township 114 Bridgeton Pike, Mullica Hill, NJ 08062 or email ybullock@harrisantwp.us. No phone calls will be accepted. Deadline submission is Friday November 13, 2015.

Special Law Enforcement Officer Class II- The Township of Harrison is accepting applications for Special Law Enforcement Officers Class II. Applicants must have a valid New Jersey SLEO Class II PTC certification, High School Diploma or equivalent, US Citizenship, New Jersey Residency and a valid New Jersey Driver's License. Applicants may pick up an application at the Harrison Township Police Department, 137 North Main Street, Mullica Hill, NJ from September 28, 2015 until October 2, 2015 between the hours of 8:30 am and 3:30 pm. The completed application, Class II certificate, and resume must be submitted to the Harrison Township Police Department no later than 3:30, October 2, 2015.