JOB POSTING

POSITION – KEYBOARDING CLERK 1

DEPARTMENT: Municipal Court
TYPE OF EMPLOYMENT: Full-Time

The City of Wildwood is seeking a responsible, enthusiastic individual to work as a clerical staff member in our Municipal Court.

Applicant must possess excellent customer service skills along with inter-personal and phone skills. Proficiency with computers and Microsoft Office. The ideal candidate will be a detailed-oriented professional with a strong work ethic who is able to multitask. Familiarity with AOC Mainframe, MACS system is a plus.

EXPERIENCE: Municipal Court experience is preferred but not required. Candidate will be expected to take the Municipal Court Administrator classes and possibly obtain their Municipal Court Administrator certification.

BENFITS: Paid holidays, paid time off, state pension and a comprehensive benefit package

DEADLINE: December 4, 2026

If interested please pick up an application from the Human Resources office Monday-Friday 9:00 am- 3:00 pm at 4400 New Jersey Ave Wildwood, NJ 08260 or find our application on our website @ www.Wildwoodnj.gov
Please email completed applications, letters of interest and resumes to:
hpinto@wildwoodnj.gov

"The City of Wildwood is a Civil Service Community, an Equal Opportunity Employer"