

ORDINANCE NUMBER 22-2021

FIRST READING/
INTRODUCTION: December 08, 2021

SECOND READING/
PUBLIC HEARING/
ADOPTION: January 12, 2022

ORDINANCE

**BOROUGH OF EAST NEWARK
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**AN ORDINANCE AMENDING CHAPTER 12 ENTITLED “PERSONNEL”,
BY CREATING THE POSITIONS OF “VIOLATIONS CLERK” AND
“ASSISTANT VIOLATIONS CLERK” IN THE BOROUGH OF EAST
NEWARK, IN THE COUNTY OF HUDSON, STATE OF NEW JERSEY.**

WHEREAS, the Mayor and Council of the Borough of East Newark have deemed it necessary to create and establish the positions of Violations Clerk and Assistant Violations Clerk for the Borough of East Newark’s Municipal Court; and

WHEREAS, the Mayor and Council have determined that the creation and establishment of this positions, along with subsequent appointments shall be in the best interests of the residents of East Newark while at the same time producing a minimal financial and budgetary impact upon the residents and taxpayers.

NOW THEREFORE BE IT ORDAINED by the Mayor and Council of the Borough of East Newark, County of Hudson and State of New Jersey, as follows:

Section 1.

Chapter 12 (Personnel) is hereby amended and restated as follows:

§ 12-4 DEPUTY MUNICIPAL COURT ADMINISTRATOR.

[Ord. 3/29/95]

- a. Duties. Assists the Municipal Court Administrator in supervising and/or performing the specialized clerical work requiring wide knowledge of the laws, ordinances, rules, regulations and procedures relating to the operations of the Municipal Court; ~~may also serve as the Assistant Violations Clerk;~~ serves as the only Deputy Municipal Court Administrator whether deputized or not; does related work as required. No provision, either in this Section or Chapter shall preclude or prevent the Deputy Municipal Court Administrator from performing duties and functions or either the Violations Clerk or Assistant Violations Clerk, if needed, and as

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Underlines are additions

directed by the Court Administrator.

- b. Examples of Work. Assists the Municipal Court Administrator in analyzing all facts and circumstances to determine whether any laws or ordinances within the jurisdiction of the Municipal Court have been violated and determining whether a formal complaint should be entertained; assists the Municipal Court Administrator in drafting and preparing all complaints and taking all oaths thereunder; attesting to court writs, processes, commitments, search warrants, bench warrants and subpoenas; preparing court calendar; arranging for court sessions; assisting Municipal Magistrate in arraignment of defendants; calling and swearing witnesses at trial of cases; assists the Municipal Court Administrator in receiving and disbursing bail, fines, costs and other monies paid into court and accounting therefore; maintaining and/or supervising the filing of complaints, processes and other court records, cash books, court dockets, traffic control sheets, statistical records, reports and files; assists the Municipal Court Administrator in supervising and/or performing the work involved in the disposition of correspondence; assists the Municipal Court Administrator in superintending the physical condition of the court premises and maintaining decorum therein; ~~if serving as the Assistant Violations Clerk, assists in supervising and/or performing all relevant duties and related tasks; assists the Municipal Court Clerk in preparing correspondence; when applicable, gives suitable assignments and instructions to assigned employees; assists the Municipal Court in supervising and/or performing the work involved in the establishment and maintenance of relevant records and files.~~

c. Requirements.

1. Graduation from High School, or Vocational High School, or possession of an approved High School Equivalent Certificate, or any equivalency in education and experience.
2. One year of experience in clerical work.
3. Wide knowledge of the laws, ordinances, rules, regulations and procedures relating to the operations of the Municipal Court; or court proceedings, including taking of minutes of trials and entering them in dockets; of the form and use of trial calendars, writs, decisions, orders, rules, and other matters pertaining to the court; of the making of entries in ledgers and disbursement journals; of the preparation of clear, sound, accurate and informative reports, and of the establishment and maintenance of needed records and files.
4. Ability to assist the Municipal Court Administrator in analyzing and interpreting the laws, ordinances, rules, regulations and procedures relating to the operation of the Municipal Court; to give suitable assignments and instructions to others and supervise their work when so required; to attend Court and take minutes of the trials and enter them in the docket; to prepare correspondence; to dispense information relating to court matters; to

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prepare trial calendars; make out return cards and to sign letters, checks, writs, decisions, orders, rules and other matters pertaining to the court; to maintain financial receipts; to obtain, store, record and distribute needed equipment, materials and supplies; to prepare clean, sound, accurate and informative reports, and to establish and maintain records and files.

5. Will answer telephones, issue parking permits, licenses and perform all duties requested by the Court Administrator or Municipal Clerk.

§ 12-5 VIOLATIONS CLERK.

- A. The position of Violations Clerk for the Borough of East Newark Municipal Court is hereby created.
- B. The Violations Clerk shall be appointed by the Mayor with the advice and consent of the Borough Council; and shall be employed on either a full-time or part-time basis as determined by the Mayor and Borough Council.
- C. General statement of duties. The Violations Clerk performs clerical work which includes receiving and receipting payment of fines and costs; deals with the public in answering inquiries regarding court matters; prepares court schedules; prepares and sends out notices and other court correspondence.
- D. Supervision received. The Violations Clerk works under the general supervision of the Municipal Court Administrator and the Deputy Municipal Court Administrator.
- E. Examples of duties. The Violations Clerk shall perform duties including, but not limited to:
 1. Answer telephone and correspondence as necessary.
 2. Open and route incoming mail and prepares outgoing mail.
 3. Receive and record fees for traffic violations.
 4. Draft and create a variety of material, including letters, notices, orders and dispositions.
 5. Maintains record and file as necessary.
 6. Occasionally and if needed, act as backup in recording the minutes of the court session for operating the tape recorder.
 7. Issue summons books to police officers.
 8. Prepare the court schedule and forward notices to litigants.
 9. Perform other related work as required or assigned by the Court Administrator or Deputy Court Administrator, and any other duties as detailed in the Job Description established by the New Jersey Civil Service Commission.

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- F. Qualifications shall be as follows, which shall include, but not be limited to:

1. Education: Possession of a high school diploma or equivalency certificate.
 2. Experience: Two years' clerical experience desirable.
 3. Knowledge and abilities: Knowledge of general office procedures, ability to deal with the public, ability to type. If required, successful completion of any course(s) required for the position, and given by the Administrative Office of the Courts within one year is a condition of continued employment.
- G. Salary for the position of Violations Clerk shall be determined by the Mayor in accordance with the Borough's Salary Ordinance.

§ 12-6 ASSISTANT VIOLATIONS CLERK.

- A. The position of Assistant Violations Clerk for the Borough of East Newark Municipal Court is hereby created.
- B. The Assistant Violations Clerk shall be appointed by the Mayor with the advice and consent of the Borough Council; and shall be employed on either a full-time or part-time basis as determined by the Mayor and Borough Council.
- C. General Statement of Duties. The Assistant Violations Clerk shall serve as a direct assistant to the Violations Clerk under the supervision of the Court Administrator and Deputy Court Administrator. The Assistant Violations Clerk shall perform duties related to the duties of the Violations Clerk as described in § 12-5, and whom shall act as Violations Clerk in the absence of the Violations Clerk as assigned by the Court Administrator or Deputy Court Administrator.
- D. Salary for the position of Assistant Violations Clerk shall be determined by the Mayor in accordance with the Borough's Salary Ordinance.

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Section 2.

Severability

If any section or provision of this ordinance is declared invalid for any reason whatsoever, same shall not affect the validity or constitutionality of any other part or portion of this ordinance.

Section 3.

Inconsistent Ordinances

All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

Section 4.

This ordinance shall take effect after its final passage by the Borough Council and approval by the Mayor at the time and manner provided for and required by law.

Section 5.

On passage this ordinance shall be codified.

Introduction – First Reading

Council Member	Motion	Second	Ayes	Nays	Abstain	Absent
Diaz			X			
Evaristo						X
Graham	X		X			
Lucas			X			
Reis			X			
Zincavage		X	X			

CERTIFICATION

I, Kevin D. Harris, Borough Clerk of the Borough of East Newark, County of Hudson, State of New Jersey, do hereby certify that this Ordinance was introduced on first reading by the Mayor and Borough Council at a public meeting of the Mayor and Borough Council held on Wednesday, December 8, 2021.

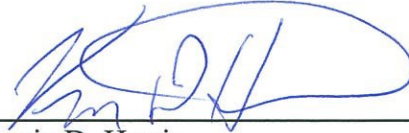
Kevin D. Harris
Borough Clerk

Adoption – Second Reading

Council Member	Motion	Second	Ayes	Nays	Abstain	Absent
Diaz			X			
Evaristo			X			
Graham		X	X			
Lucas			X			
Reis			X			
Zincavage	X		X			

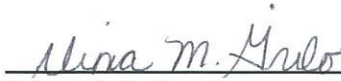
CERTIFICATION

I, Kevin D. Harris, Borough Clerk of the Borough of East Newark, County of Hudson, State of New Jersey, do hereby certify that this Ordinance was adopted on second reading after a public hearing, by the Mayor and Borough Council at a public meeting of the Mayor and Borough Council held on Wednesday, January 10, 2022.



Kevin D. Harris
Borough Clerk

Adopted:



Dina M. Grilo, Mayor

Attest:



Kevin D. Harris, Borough Clerk