

## ORDINANCE #3-15

### AN ORDINANCE CREATING THE POSITION OF VIOLATIONS CLERK OF THE MUNICIPAL KEYPORT COURT

**WHEREAS**, the Borough of Keyport seeks to establish the position of Violations Clerk in order to appropriately staff the Keyport Municipal Court.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of Keyport as follows:

#### **SECTION I. Establishment of Position; Appointment; Duties.**

A. Within the Keyport Municipal Court, there shall be created the position of Violations Clerk, who shall be a person qualified by education, training and experience to perform the duties of the title.

B. The Violations Clerk shall be appointed by, and serve at the pleasure of, the Mayor and Council.

C. The Violations Clerk shall, under direction of the Court Administrator and/or Deputy Court Administrator, be responsible for and perform the collection of fees for traffic violations, and such other duties as may be required by the Court Administrator or Deputy Court Administrator, including, without limitation the following duties:

1. Having charge of and performing the most difficult and responsible work involved in collecting fees for traffic violations in relation to the acceptance of appearance, waivers of trial, pleas of guilty, payment of fines and costs, and traffic violations.
2. Entering the names of traffic violators, their addresses, amounts of fines, and dates of payments in docket books.
3. Attending court sessions.
4. Reviewing, checking, and certifying reports, applications, and other documents for correctness where difficult determinations are concerned.
5. Handling special requests for information in accordance with prescribed rules and regulations.
6. Receiving, reviewing, and adjusting complaints.
7. Answering inquiries and handling correspondence.
8. Preparing reports and statements.
9. Giving assignments and instructions to assigned employees.
10. Making decisions requiring thorough knowledge of the organization.
11. Maintaining, classifying, indexing, and cross-referencing records and files.
12. Utilizing (and learning to utilize) various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

## **SECTION II. Inconsistent Ordinances.**

All Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed.

## **SECTION III. Severability.**

Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.

## **SECTION IV. Effective Date.**

This Ordinance shall be in full force and effect from and after its adoption and any publication as may be required by law.

Introduced: February 3, 2015

Public Hearing: February 17, 2015

Adopted: February 17, 2015



Valerie T. Heilwell, RMC  
Borough Clerk  
Borough of Keyport



Harry M. Almack, II, Mayor  
Borough of Keyport