

ORDINANCE NO. 2007-34

**AN ORDINANCE OF THE TOWNSHIP OF LACEY,  
COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AMENDING AND SUPPLEMENTING CHAPTER 79  
OF THE TOWNSHIP CODE, ENTITLED "OFFICERS  
AND EMPLOYEES," SO AS TO CREATE THE  
POSITION OF ASSISTANT VIOLATIONS CLERK**

**BE IT ORDAINED**, by the Mayor and Township Committee of the Township of Lacey, County of Ocean, State of New Jersey, as follows:

**SECTION 1.** Chapter 79 of the Township Code of the Township of Lacey, entitled "Officers and Employees," is hereby amended and supplemented so as to provide for the position of "Assistant Violations Clerk," which shall provide as follows:

**ARTICLE XCIV**

**Assistant Violations Clerk**

**§ 79-360. Position created.**

There is hereby created the position of Assistant Violations Clerk for the Township of Lacey.

**§ 79-361. Duties.**

The duties of the Assistant Violations Clerk, under direction, shall include, but not be limited to, assisting the Violations Clerk in supervising and/or performing the more difficult and responsible work involved in collecting fees for traffic violations in municipal courts, and, in the absence of the violations clerk assumes duties and has official authority to act on his/her behalf. The Assistant Violations Clerk shall also perform such other related work as required.

**§ 79-362. Qualifications.**

To be appointed to the position of Assistant Violations Clerk, an individual must meet the following requirements:

- A. Possess knowledge of office methods, practices and equipment.
- B. Possess knowledge the ability to perform tasks involved in the maintenance of records.
- C. Possess the ability to comprehend established office routines, rules, and regulations of a limited complexity.
- D. Possess the ability to maintain essential records and files.
- E. Possess the ability to add, subtract, multiply and divide decimals.

- F. Possess the ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.
- G. Possess the ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication;
- H. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**§ 79-363. Compensation.**

The salary for the Assistant Violations Clerk shall be determined from time to time by the Township Committee and shall be paid in accordance with the provisions of the Salary Ordinance of the Township of Lacey.

**SECTION 2.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

**SECTION 3.** If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

**SECTION 4.** This ordinance shall take effect after second reading and publication as required by law.

**NOTICE**

**NOTICE IS HEREBY GIVEN** that the foregoing ordinance was introduced and passed by the Township Committee on first reading at a meeting of the Township Committee of the Township of Lacey held on the **13th** day of **September, 2007**, and will be considered for second reading and final passage at a regular meeting of the Township Committee to be held on the **27th** day of **September, 2007**, at 7:00 p.m., at the Municipal Building located on Lacey Road in Forked River, New Jersey, at which time and place any persons desiring to be heard upon the same will be given the opportunity to be so heard.

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**VERONICA LAUREIGH**  
**Municipal Clerk**