

Municipal Court Career Opportunity

MUNICIPALITY: RIVERSIDE TOWNSHIP MUNICIPAL COURT
VICINAGE: BURLINGTON
POSITION TITLE: DEPUTY COURT ADMINISTRATOR
POSTING DATE: June 18, 2024
DEADLINE DATE: July 1, 2024
SALARY RANGE: \$30,000.00 to \$50,000.00

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Riverside in the County of Burlington is seeking one qualified, self-motivated, and detail-oriented individuals for the position of Deputy Municipal Court Administrator for the Riverside Municipal Court. Interested candidates should possess excellent writing and verbal communication skills and the ability to provide a high level of customer service. Applicants must be able to work well independently and under the direction of the Certified Municipal Court Administrator and Municipal Court Judge.

Interested candidates should possess excellent writing and verbal communication skills and the ability to provide a high level of customer service. Responsibilities include but are not limited to processing complaints; on-call duties; answering inquiries from the public, employees, clients, attorneys, etc.; preparing, reviewing, evaluating and monitoring daily, weekly and monthly reports; accepting bail and pleas of guilty with payments; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the New Jersey Municipal Courts.

Experience in court administration is preferred, including a strong working knowledge of the ATS/ACS, PCSam, eMACS, Promis Gavel, CCIS, Page Center/Web Reporting, Online Dispute Resolution (ODR) system, municipal eFiling system, and the Zoom and Microsoft Teams virtual platforms. Knowledge of case flow management and other computer applications are also a plus.

Accredited candidates are preferred but not mandatory. Pursuant to N.J.S.A. 2B:12-11, et al, all newly appointed deputy municipal court administrators who are not fully accredited or certified must obtain conditional accreditation within six months of the date of appointment, and full accreditation within three years of the date of appointment. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please send cover letter and resume via email to:

Susan Dydek
Riverside Township, Registered Municipal Clerk
sdydek@riversidetwp.org

with a copy to:

Burlington Vicinage Municipal Division
BurMunicipal.Mailbox@njcourts.gov

Riverside Township is an Equal Opportunity Employer.
****NOTE: The above local job posting was submitted to the Vicinage by the local municipality and is not a state job posting.**