

Municipal Court Career Opportunity

POSITION TITLE: Deputy Court Administrator (Full time)

POSTING DATE: April 24, 2017

DEADLINE DATE: May 12, 2017

SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Robbinsville Township Municipal Court is seeking to hire a Deputy Court Administrator with experience in caseload management, efficient working knowledge of the ATS/ACS system, MACS, and Page Center. Ideal candidate must have excellent customer service, writing and communication skills, be motivated, a self-starter and available to work evening court sessions.

Under the direction of the Municipal Court Judge and the Municipal Court Administrator, the DCA will assist with the administration of court operations, supervise staff and perform quasi-judicial functions. Duties and responsibilities include, but are not limited to:

- Case processing, including determination of probable cause, responding to public inquiries, providing information to attorneys, defendants, other government agencies and drafting correspondence.
- Prepare and review daily, weekly and monthly reports and maintain court financial accounts.

Minimum of two (2) years or more experience in the administrative operations of a court.

Applicants who have been awarded certification pursuant to NJSA 2B:12-11 is preferred. If an applicant is not certified, he or she must be in the position to become accredited within six months of the hire date pursuant to Rule 1:41-3. Salary range is commensurate with experience.

Please submit cover letter, resume, salary requirements and references by May 12, 2017 to:
hr@robbinsville.net

NOTE: The above local job posting was submitted to the vicinage by the local municipality and is ***not*** a State job posting.

Robbinsville Township is an Equal Opportunity Employer