

Municipal Court Career Opportunity

MUNICIPALITY: Robbinsville Township Municipal Court

VICINAGE: Mercer County

POSITION TITLE: Court Administrator (Full time)

POSTING DATE: April 26, 2018

DEADLINE DATE: May 10, 2018

STARTING SALARY RANGE: \$52,000-59,000

Position Description and Requirements:

The Township of Robbinsville is seeking a motivated, organized self-starter with excellent communication, customer service, management and supervisory skills to work under the general direction of Municipal Court Judge.

Responsibilities include supervision of court staff, answering questions from the public, employees and clients. Providing information and guidance to attorneys, clients and community organizations. Facilitating discussion among state, vicinage and local management. Preparing, reviewing and monitoring daily, weekly, monthly reports. Maintaining, reconciling and balancing the court's financial accounts. Evaluating reports, drafting correspondences, complying with New Jersey Rules of Court, Supreme Court Directives, laws and policies and procedures governing the operation of the Municipal Court. Perform related duties as required.

Applicants who have been awarded certification pursuant to NJSA 2B:12-11 are preferred. If an applicant is not certified, he or she must obtain certification within 6 months of the hire date as set forth in NJ Court Rule 1:41-3. Salary is commensurate with experience.

Please send resume by mail to the attention of

Joy Tozzi
Township Administrator
Robbinsville Township
2298 Route 33
Robbinsville, NJ 08691

The Township of Robbinsville 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.