

Municipal Court Career Opportunity

MUNICIPALITY: PEMBERTON BOROUGH MUNICIPAL COURT
VICINAGE: BURLINGTON
POSITION TITLE: DEPUTY COURT ADMINISTRATOR (PART-TIME)
POSTING DATE: OCTOBER 22, 2024
DEADLINE DATE: NOVEMBER 22 2024
SALARY RANGE: 17.50 / hour

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Pemberton in the County of Burlington is seeking a qualified, self-motivated and detail-oriented individual for the part-time position of Deputy Municipal Administrator. 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 Municipal Court Administrator and Municipal Court Judge. Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system, and MACS and Page Center. Experience in case flow management and other computer applications are a plus.

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.

Unaccredited applicants shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within 3 years of the hire date as set forth in the New Jersey Court Rules. Applicants who are presently conditionally accredited, must meet all training requirements to become fully accredited within 3 years from the date of appointment pursuant to NJSA 2B:12-11 pursuant to NJ Court Rule 1:41-3.

Court Office hours are Monday through Thursday 7:30am to 4:30pm. Part-time hours are approximately 12 hours per week. Court Sessions are 2 Wednesdays each month at 5pm. Candidate must be available for court sessions that may extend into the evenings. Non-court days are flexible.

Interested candidates should submit resume with salary requirements to:

Kathy Smick, Municipal Clerk
50 Egbert Street
Pemberton, NJ 08068
ksmick@pemberton.comcastbiz.net with a copy to
Burling Vicinage Municipal Division
BurMunicipal@njcourts.gov

The Borough of Pemberton 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.