

Municipal Court Career Opportunity

MUNICIPALITY: EDISON
VICINAGE: Middlesex County

POSITION TITLE: Deputy Court Administrator

POSTING DATE: May 7, 2024
DEADLINE DATE: May 21, 2024

SALARY: \$47,464 - Commensurate with Union Contract

POSITION DESCRIPTION AND REQUIREMENTS

The Edison Municipal Court is seeking to hire a qualified individual for the position of Municipal Deputy Court Administrator. The successful candidate will work under the direction of the Municipal Court Judge and Municipal Court Administrator. Candidate must have excellent customer service, writing and communication skills, be motivated and be a self-starter. Must be available to work 2 evening court sessions per month.

Applicants should have experience in all aspects of court administration, including a strong working knowledge of Criminal Justice Reform, ATs/ACS computer system, MACS/PCSAM, Page Center, Reports On Demand, eCDR, eCourts, and reconciling the court's general and bail accounts. Virtual Court Experience is preferred. Experience in case flow management is a plus.

Responsibilities include, but are not limited to accepting payments/bail processing; determination of Probable Cause; complaint processing, responding to public inquiries, providing information to attorneys, defendants and other government agencies; preparing and reviewing daily, weekly and monthly reports, drafting correspondence, performing data entry, managing municipal staff, responding promptly to Division inquiries, providing excellent customer service and maintaining the integrity of the Judiciary; must have working knowledge of court financial records; must comply with the New Jersey Rules of the Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

Candidates must have a minimum of 2 years of Municipal Court experience. Candidates who are not accredited must be willing to obtain full accreditation within three years of hire as set forth in the Rule 1:41-3.

The hiring process will comply with Rule 1:34-3 adopted September 13, 2011.

Please send resume by May 21, 2024, to:

Human Resources Department
100 Municipal Blvd
Edison, NJ 08817

With a copy via email to: Laura Schweitzer, Municipal Division Manager at laura.schweitzer@njcourts.gov

The Township of Edison 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.