

CONTINUOUS RECRUITMENT

POSITION TITLE:	Court Services Supervisor 2 Professional Supervisory Band Level 2b (Unclassified)	OPENING DATE:	June 20, 2016
		CLOSING DATE:	Open Ended
		MINIMUM SALARY:	\$59,854*
		MAXIMUM SALARY A:	\$103,921**
		MAXIMUM SALARY B:	\$98,725**
LOCATION:	Vicinage XV Criminal Division Pretrial Services Unit Cumberland, Gloucester, Salem Counties	ANNOUNCEMENT: #	CGS-2016-23
		POSITION NO.:	TBD

POSITION DESCRIPTION

Vicinage XV, Cumberland, Gloucester, Salem Counties is seeking a Pretrial Services Supervisor with excellent interpersonal, decision-making and organizational skills to assist with leading the vicinage Pretrial Services Program. The selected candidate will lead a team of vicinage Pretrial Services staff and serve as a liaison and resource for Pretrial Services within the vicinage, the Pretrial Services Unit in Criminal Practice, and with local stakeholders (e.g. Prosecutor, Public Defender, County Jail, etc.). This position will provide staffing for first appearance/CJP hearings and ensure the judge is provided with accurate reports and information to make a pretrial release determination. The selected candidate will also work closely with the Pretrial Services Manager to monitor and ensure compliance with program guidelines and procedures, review statistical reports, identify and correct issues of concern, and recommend improvements to the program. Additionally, the candidate will supervise the vicinage's Pretrial Services Officers, assign work, provide guidance to staff, conduct performance evaluations and conduct training for staff. This position will assist the Pretrial Services Manager in training stakeholders and engage in community outreach related to criminal justice reform. The Pretrial Services Supervisor may be required to work holidays, evenings and weekends. The Pretrial Services Supervisor may be required to work holidays, evenings and weekends. Perform related duties as required. *Travel within the tri-county Vicinage will be required.*

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree.

EXPERIENCE: Three (3) years of increasingly responsible professional experience, one (1) year of which shall have included experience in calendar management; supervision and monitoring and intervention with offenders; case management; enforcement of court orders and/or program administration: development, coordination, analysis, implementation, administration or research.

SUBSTITUTION: Applicants who do not possess the required education may substitute additional paraprofessional and professional experience on a year for year basis with one year of such experience being equal to thirty (30) semester hour credits. An Associate's Degree and two years of additional paraprofessional or professional experience may be substituted for a Bachelor's Degree. A Master's Degree may be substituted for one (1) year of general experience as indicated above. A Law Degree may be substituted for two (2) years of general experience as indicated above.

NOTE: Court Services Supervisor 2 is an unclassified at-will position and the Judiciary has the non-reviewable right to remove employees in this position. Removed employees in this position will be permitted to return to their previously held career service title and if no prior career service title was held, the Judiciary will make good faith reasonable efforts to place the employee in another position.

DRIVER'S LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle is necessary to perform essential duties of the position.

AUTHORIZATION TO WORK: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

SPECIAL NOTE: Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey.

Terms and conditions of employment will be governed by the applicable collective bargaining agreement.

INFORMATION FOR APPLICANTS

Applicants should submit a cover letter and current resume complete with announcement number, both day and evening telephone numbers and e-mail address to: VICXVResume.Mailbox@njcourts.gov – OR to: Carmelita Vazquez, VHRM, Human Resources Division, Cumberland County Courthouse, 60 West Broad St, Bridgeton, New Jersey 08302. **If you are responding to more than one Notice of Vacancy, please submit a copy of your resume/cover letter for each posting. Please include the announcement number in the subject line of your email submission.**

*For newly hired individuals, the starting salary will normally be at the minimum of the salary range. For current Judiciary employees, salary upon promotion or advancement will be an increase of 5% of base salary, not to exceed the maximum of the range, or the minimum salary of the band/level, whichever is greater.

**Maximum Salary A is for Judiciary employees hired prior to August 29, 2015 and Maximum Salary B is for newly hired individuals or Judiciary employees hired on or after August 29, 2015.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Court of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.

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