

MUNICIPAL COURT CAREER OPPORTUNITY

Municipality: **Cinnaminson/Riverton Borough Municipal Court**
Vicinage: **Burlington**
Position Title: **Deputy Court Administrator (full-time)**
Posting Date: **March 28, 2016**
Deadline Date: **May 3, 2016**
Salary Range: **\$29,000 to \$42,000**

Position Description and Requirements

Cinnaminson Township in the County of Burlington is seeking a qualified, self-motivated, and detailed-oriented individual for the full-time position of deputy court administrator. Interested candidates should possess good writing and communication skills, to work under the general direction of the certified municipal court administrator and the municipal court judge of Cinnaminson/Riverton Borough Municipal Court.

The candidate should have experience in court administration, case flow management, working knowledge of ATS/ACS, MACS, eCDR systems, Page Center and Reports on Demand. Candidate should have excellent customer service skills. Responsibilities include but are not limited to answering queries from the public, employees, defendants; provide information and guidance to attorneys, defendants and community organizations; assist defendants with technical and procedural guidance; facilitate discussion among state, vicinage, and local management. The candidate should also have experience in the monitoring of daily, weekly and monthly reports, assisting in maintaining the court's four financial accounts and drafting correspondence, as necessary, in compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the municipal courts. Candidate will also perform related duties as assigned by Court Administrator.

Applicant must be accredited as set forth in Rule 1:41-3 if not already certified pursuant to N.J.S.A. 2B:12-11, et al. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please send resume with salary requirements by May 3, 2016 to:

Julia Edmondson, CFO/HR Supervisor
Cinnaminson Township
1621 Riverton Road
Cinnaminson, NJ 08077
jedmondson@cinnaminsonnj.org
NO PHONE CALLS, PLEASE

Cinnaminson Township is an Equal Opportunity Employer.

Position is subject to civil service placement.

The announcement will be on the Civil Service Administration website from 4/12/2016 to 5/3/2016.

All applicants must apply through CSA in addition to sending cover letter/resume to Cinnaminson Township.

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