

# Municipal Court Career Opportunity

**MUNICIPALITY:** Borough of Garwood  
**VICINAGE:** Union  
**POSITION TITLE:** Part-Time Deputy Court Administrator  
**POSTING DATE:** April 5, 2016  
**DEADLINE DATE:** April 21, 2016  
**SALARY RANGE:** \$14 - \$18 per hour

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## POSITION DESCRIPTION AND REQUIREMENTS

The Garwood Municipal Court is seeking a qualified individual to serve as a part-time Deputy Court Administrator. Under the direction of the Municipal Court Administrator and Municipal Court judge, the individual must be able to perform daily functions of the Municipal Court and other work related duties as required. Applicants should be detail oriented; possess strong customer service and organizational skills. ATS/ACS; MACS and Page Center experience preferred. Office hours to be determined by the Judge and Municipal Court Administrator. Court Sessions are held twice a month, on Mondays beginning at 9:00 AM and 5:00 PM. Compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Court in this vicinage is required.

No phone calls, please.

**EXPERIENCE:** Candidate must be accredited as set forth in Rule 1:41-3. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please send resume with salary requirements, by April 21, 2016, to:

**Christine M. Ariemma, Borough Administrator, RCM  
Borough of Garwood  
403 South Avenue  
Garwood, New Jersey 07027**

The Borough of Garwood 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.