

Municipal Court Career Opportunity

MUNICIPALITY: Township of Hanover
VICINAGE: Morris / Sussex
POSITION TITLE: Deputy Court Administrator (Part-time)
POSTING DATE: October 13, 2016
CLOSING DATE: October 31, 2016
SALARY RANGE: \$17.47/hr. - \$31.99/hr.

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Hanover is seeking to hire a qualified individual for the position of Part Time Deputy Court Administrator. Qualified Candidate must have experience in all aspects of court administration, including a strong working knowledge of ATS/ACS, MACS, Page Center and strong financial skills in managing the general cash book and bail accounts. Excellent customer service skills, attention to details, organization and self-motivation are a must. Candidate must be available for court on Monday nights.

Responsibilities include but are not limited to: docketing tickets/complaints, accepting fine payments and bail, scheduling cases, issuing warrants, preparing certified dispositions, filing, data entry, and other related duties. Candidates 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.

Qualified Candidates must complete an application available at www.hanovertownship.com under Employment Opportunities. Please send completed application and resume to:

Joan Johnston
Township of Hanover
1000 Route 10
P.O. Box 250
Whippany, N.J. 07981-0250

Hanover Township is an Equal Opportunity Employer/ADA
NOTE: The above local job posting was submitted to the vicinage by the local municipality and is not a State job listing.