

# Municipal Court Career Opportunity

**MUNICIPALITY:** MADISON BOROUGH

**VICINAGE:** MORRIS / SUSSEX

**POSITION TITLE:** DEPUTY COURT ADMINISTRATOR

**POSTING DATE:** APRIL 13, 2016

**CLOSING DATE:** April 29, 2016

**SALARY RANGE:** SALARY COMMENSURATE WITH EXPERIENCE

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## POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Madison Joint Municipal Court is seeking a qualified individual to fill the vacancy of Deputy Court Administrator. The qualified candidate must have experience in all aspects of court administration, including a strong working knowledge of ATS/ACS, MACS and Page Center computer systems. Candidate must also have strong financial skills in managing the general and bail accounts. Excellent customer service skills, attention to details, organization and self-motivation are a must. Office hours are 8:00 a.m. to 4:00 p.m. Candidates must be available for court sessions held on various evenings. Salary commensurate with experience.

Responsibilities will include but are not limited to answering queries from internal and external court users; supervising staff; preparing, reviewing and monitoring daily, weekly and monthly reports, evaluating reports, drafting correspondence; docketing tickets/complaints, accepting fine payments and bail, scheduling cases, issuing warrants, preparing certified dispositions, filing data entry; complying with the New Jersey Rules of Court, directives, laws and established policies and procedures governing the operations of the Municipal Courts of New Jersey.

Candidates must be accredited as set forth by the NJ Rules of Court, 1:41-3. The hiring process will comply with NJ Court Rule 1:34-3, adopted September 13, 2011.

Interested candidates **MUST** complete a Borough application (available in the Borough's Clerk's Office or on-line at [www.rosenet.org](http://www.rosenet.org).) Please send application and resume to:

Borough of Madison  
Attn. Linda Sawyer  
50 Kings Road  
Madison, NJ 07940

Applications must be received by the Borough before close of business Friday, April 29, 2016. Please, no faxes, e-mails and or telephone calls.

The Borough of Madison 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\*\***