

Municipal Court Career Opportunity

MUNICIPALITY: Mahwah Municipal Court
VICINAGE: Bergen
POSITION TITLE: Deputy Municipal Court Administrator
POSTING DATE: May 11, 2016
DEADLINE DATE: June 10, 2016
SALARY RANGE: Salary Range \$39,170 - \$51,703 - Commensurate with Experience

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Mahwah is seeking a qualified, self-motivated, and organized individual for the full-time position of Deputy Municipal Court Administrator, with good writing and communication skills, to work under the general direction of the Certified Municipal Court Administrator and the Municipal Court Judge of the Mahwah Municipal Court. The candidate should have experience in court administration, case flow management, working knowledge of ATS/ACS systems, MACS, PageCenter, and 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 courts two 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. Unaccredited applicants shall obtain Conditional Accreditation within six (6) months of the hire date, and become Fully Accredited within three (3) years of the hire date as set forth in the New Jersey Court Rules. Perform related duties, as required.

Hiring will be in accordance and compliance with the process as set forth in N. J. Court Rule 1:34-3.

Kindly submit a cover letter with current resume to:

Lorraine Cuomo, C.M.C.A
Mahwah Municipal Court
475 Corporate Drive
Mahwah, NJ 07430
Fax: (201) 529-2054

Also, Fax copy to: Brendis Montijo-Wrigley, M.D.M.
Fax # (201) 371-1150

NO PHONE CALLS, PLEASE

The Township of Mahwah 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.