

Municipal Court Career Opportunity

MUNICIPALITY: Tewksbury Township
VICINAGE: Somerset/Hunterdon/Warren Vicinage
POSITION TITLE: Municipal Court Administrator
Part Time (8 hours – 12 hrs per week)
POSTING DATE: May 10, 2016
DEADLINE DATE: May 24, 2016
SALARY RANGE: \$17,500-\$20,000

POSITION DESCRIPTION AND REQUIREMENTS

The Tewksbury Township is seeking a motivated, self-starter, with proven management/supervisory skills and good writing and communication skills to work under the general direction of the Municipal Court Judge. Candidate should have experience in court administration, case flow management, excellent customer service skills and proficiency in ATS/ACS, MACS, Reports on Demand and PageCenter systems.

Responsibilities include, but are not limited to: Supervision of court staff, answering queries from public, employees, clients; providing information and guidance to attorneys, clients and community organizations; assisting clients with technical and procedural guidance; facilitating discussion among state, vicinage, and local management; preparing, reviewing and monitoring daily, weekly and monthly reports; maintaining; reconciling and balancing the court's financial accounts; evaluating reports; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Directives, laws, policies and procedures governing the operation of the Municipal Courts. Perform related duties as required

Candidates must either be a Certified Municipal Court Administrator designated by the New Jersey Supreme Court, or in the process of obtaining certification. Appointment to this position will be made in accordance with N.J.S.A. 2B:12-11 and applicable court rules. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please submit cover letter, current résumé and salary requirements to:

Jesse Landon, Administrator
Township of Tewksbury
169 Old Turnpike Road
Califon NJ 07830
Fax (908) 439-0034
E-mail jwlandon@tewksburytp.net

The Tewksbury Township 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.