

Municipal Court Career Opportunity

MUNICIPALITY: Township of Ocean
VICINAGE: Monmouth Vicinage
POSITION TITLE: Deputy Court Administrator
POSTING DATE: 8/25/16
DEADLINE DATE: 9/14/16
SALARY RANGE: COMMENSURATE WITH EXPERIENCE
WORK WEEK: Full Time

DESCRIPTION OF JOBS AND REQUIREMENTS:

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Ocean Municipal Court is seeking a motivated, self-starter, with proven management and supervisory skills and good writing and communication skills to work under the general direction of the Municipal Court Judge.

Responsibilities include, but are not limited to: Processing complaints; answering queries from the public, employees, clients, providing information and guidance to attorneys, clients and community organizations, assisting clients with technical and procedural guidance; supervision of court staff in the absence of the Court Administrator; preparing, reviewing and monitoring daily, weekly and monthly reports; maintaining and reconciling the court's financial accounts; evaluating reports, drafting correspondence; on-call duties; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

Applicants must either have been awarded the title of Certified Municipal Court Administrator pursuant to NJSA 2B:12-11, or needs to be accredited, or in a position to become accredited within six months of the hire date pursuant to NJ Court Rule 1:41-3.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011. Please submit a cover letter, current resume and salary requirements to:

Jackie Dowd
Township of Ocean Municipal Court
399 Monmouth Road
Oakhurst, NJ 07755
Email: courtresume@oceantwp.org

The Township of Ocean 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.