

Municipal Court Career Opportunity

MUNICIPALITY : TOWNSHIP OF SOUTHAMPTON
COURT : SOUTHAMPTON/SHAMONG MUNICIPAL COURT (SHARED)
VICINAGE : BURLINGTON
POSITION/TITLE : DEPUTY MUNICIPAL COURT ADMINISTRATOR
POSTING DATE : MAY 9, 2016
DEADLINE DATE : MAY 25, 2016
SALARY RANGE : DEPENDING ON QUALIFICATIONS

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Southampton, in the County of Burlington, is seeking a motivated, self-starter, with good writing and communication skills to work under the general direction of the Municipal Court Administrator and Municipal Court Judge. Candidate should have experience in court administration, case flow management, financial reconciliations, working knowledge ATS/ACS systems, MACS, Page Center and Reports on Demand, and have excellent customer service skills. A minimum of 3 years municipal court experience is required.

Responsibilities include, but are not limited to, answering queries from 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; prepares, reviews and monitors daily, weekly and monthly reports; knowledge of maintaining the court's four financial accounts, draft correspondence; operate at all times 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. Perform related duties as required. Applicants who have been awarded the title of Certified Municipal Court Administrator (CMCA) pursuant to N.J.S.A. 2B:12-11 are preferred. If the applicant does not possess the CMCA the applicants must be accredited or in a position to become conditionally accredited within six months of the hire date as set forth in Rule 1:41-3 with full accreditation within 3 years. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Kindly submit a cover letter with current resume and salary requirements to:

Kathleen D. Hoffman, CPM, RMC
Township Administrator/Clerk
Southampton Township
5 Retreat Road
Southampton, NJ 08088
NO PHONE CALLS, PLEASE.