

# Municipal Court Career Opportunity

**MUNICIPAL COURT MUNICIPALITY:** East Orange Municipal Court  
**VICINAGE:** City of East Orange  
**POSITION TITLE:** Essex  
**POSTING DATE:** Municipal Court Administrator  
**DEADLINE DATE:** August 2, 2021  
**SALARY RANGE:** August 13, 2021  
\$91,797.42 - \$105,357.22

## **POSITION DESCRIPTION AND REQUIREMENTS**

Reporting to the Chief Judge or Municipal Court Director or Chief Municipal Court Administrator, the Municipal Court Administrator will assist with supervising and/or performing quasi-judicial and administrative functions related to the operation of the municipal court; does other related duties as required.

- Supervises and/or performs quasi-judicial aspects of the court's operation; assists in administrative activities; attends meetings as required.
- Plans and schedules court sessions, assures that court room facilities are available, and that appropriate staff have been trained and assigned.
- Establish, implement, and monitor work goals and objectives, organize assigned work, and develop effective work methods.
- Give suitable assignments and instructions to individuals and groups and evaluate their performance.
- Effectively and efficiently coordinate the administrative and clerical functions, staff, and facilities of the court.
- Maintains and/or supervises the complaint filing process, court records, cash books, statistical records, reports, and files.
- Develops administrative programs designed to achieve the objectives of the Municipal Court.
- Assures compliance with the Rules of Court, policies of the Administrative Office of the Court and the Vicinage Assignment Judge.
- Provides instructions to office staff on activities related to the implementation of court rules, state statutes, local ordinances, and local court policies.

### Education

High School or Vocational High School Diploma, or an approved High School Equivalency Certificate.

### Experience:

Two (2) years of experience in work related to the administrative operation of a court, law enforcement agency, law office or government agency, including the preparation and/or processing of legal documents. Appointees must possess a Municipal Court Administrator certificate issued by the New Jersey Supreme Court. If not certified, the successful candidate may only be appointed on an interim basis which may be renewed annually.

The Interim MCA must become certified within three (3) years of appointment.

**Please submit your resume with cover letter**

**by email to:**

[Shatera.smith@eastorange-nj.gov](mailto:Shatera.smith@eastorange-nj.gov)

RE: Municipal Court Administrator

**by FAX to:**

973-673-3172

Attention: Municipal Court Administrator

**by U.S. Mail to:**

Shatera Smith

Department of Human Resources

City of East Orange

44 City Hall Plaza

East Orange, NJ 07018

Attention: Municipal Court Administrator

This job posting was submitted by the local municipality and is not a State job posting

- **The City of East Orange is an Equal Opportunity/Affirmative Action Employer** -