

MUNICIPALITY: Fieldsboro Borough/Bordentown City
VICINAGE: Burlington
POSITION TITLE: Municipal Court Administrator (Full-Time)
POSTING DATE: July 27, 2021
DEADLINE DATE: August 11, 2021
SALARY RANGE: Commensurate with Experience

POSITION DESCRIPTION AND REQUIREMENTS

The Fieldsboro Borough/Bordentown City shared municipal court in the County of Burlington is seeking a qualified, self-motivated and detail-oriented individual for the full-time position of Municipal Court Administrator. This court, pre-pandemic, was a moderate volume court with an expected return to similar level filings in the near future with approximately 24 court sessions per year. Interested candidates should possess excellent writing and verbal communication skills and the ability to provide a high level of customer service. Applicants must be able to work well independently and under the direction of the Municipal Court Judge. Applicants should have experience in all aspects of court administration, including a strong working knowledge of case flow management, the ATS/ACS computer system, PCSam, eMACS, Page Center and the Zoom and Microsoft Teams virtual platforms.

Responsibilities include, but are not limited to: processing complaints; on-call duties; answering inquiries from the public, employees, clients, attorney's, etc.; preparing, reviewing, evaluating and monitoring daily, weekly and monthly reports; accepting bail and pleas of guilty with payments; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the New Jersey Municipal Courts.

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

Interested candidates should submit resume with salary requirements to:

Patrice Hansell
Fieldsboro Borough Municipal Clerk
204 Washington Street
Fieldsboro, New Jersey 08505
clerk@fieldsboro.us

****NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is not a State job posting.