

Municipal Court Career Opportunity

MUNICIPALITY: Township of Andover
VICINAGE: Morris / Sussex
POSITION TITLE: Municipal Court Administrator
POSTING DATE: October 14, 2021
CLOSING DATE: November 4, 2021
SALARY RANGE: SALARY COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

MUNICIPAL COURT ADMINISTRATOR (FULL TIME) – Andover Joint Municipal Court (Townships of Andover, Byram, Fredon, Hampton, and Borough of Andover), Sussex County is seeking to hire a qualified individual for the position of Municipal Court Administrator. Applicants should have at least two years of Municipal Court experience with proven management and supervisory skills. Candidate selected for this position should have detailed knowledge of state laws, rules, regulations, policy, and procedures that apply to the administration of the Municipal Court. Candidate must be skilled at analyzing daily, weekly, and monthly statistical reports; preparing and submitting local and county budgets; maintaining and reconciling court's financial account(s). Candidate must be innovative and highly motivated with excellent written and oral communication skills. The selected candidate will possess outstanding interpersonal and customer service skills, with the ability to multitask.

As court sessions are conducted virtually due to the current health crisis, candidates with experience operating video conferencing platforms such as ZOOM and or Microsoft TEAMS is preferred but not required.

Court Office Hours are Monday – Friday 8:00 am – 4:00 p.m.
Candidate must be available for day and evening Court sessions.

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 rules. The hiring process will comply with NJ Court Rule 1:34-3 adopted September 13, 2011.

Please submit cover letter, resume and salary requirements to:

Patricia L. Bussow, RMC/CMR, Andover Township Administrator
email: pbussow@andovertwp.org
and
Rebecca Muller, Municipal Division Manager
Email: Rebecca.Muller@njcourts.gov

The Township of Andover 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.