

MUNICIPAL COURT CAREER OPPORTUNITY

Municipality:	Township of Andover
Vicinage:	Morris/Sussex
Position Title:	Deputy Court Administrator – Full Time
Posting Date:	September 1, 2021
Deadline Date:	September 22, 2021
Salary Range:	Salary Commensurate with experience

POSITION DESCRIPTION AND REQUIREMENTS

The Andover Joint Municipal Court (Townships of Andover, Byram, Fredon, Hampton and Borough of Andover) seeks a highly qualified individual for the full-time position of Deputy Court Administrator. Applicants should have experience in all aspects of Court Administration, including a strong working knowledge of the ATS/ACS computer system, eMACS, Page Center and PCSAM. Experience in case flow management and other computer applications are a plus. Excellent customer service skills, assertive, attention to details, organization and self-motivation are a must. The successful candidate will work under the general direction of the Municipal Court Judge and Municipal Court Administrator.

Responsibilities include, but are not limited to: answering queries from the public, defendants, attorneys, employees, etc.; assist defendants with technical and procedural guidance; case processing, including determining probable cause; preparing, reviewing, monitoring and evaluating daily, weekly, and monthly reports; drafting correspondence; performing data entry; complying 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 are required.

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.

Applicants who have been awarded certification pursuant to NJSA 2B:12-11 are preferred. If an applicant is not certified, he or she must obtain conditional accreditation within six (6) months of the hire date, and become fully accredited within three (3) years of the hire date as set forth in NJ Court Rule 1:41-3.

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

Please submit cover letter, resume and salary requirements to:

Patricia L. Bussow, RMC/CMR, Andover Township Administrator

email: pbussow@andovertp.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.**