

Municipal Court Career Opportunity

MUNICIPALITY: Atlantic County Court

VICINAGE: Atlantic/Cape May

POSITION TITLE: Deputy Court Administrator – Full Time (40 hours)

POSTING DATE: September 2, 2021

DEADLINE DATE: September 13, 2021

SALARY RANGE: \$65,000 - \$75,000

POSITION DESCRIPTION AND REQUIREMENTS

The County of Atlantic is seeking a qualified individual for the position of Deputy Municipal Court Administrator to work under the general direction of the Judge of the Municipal Court and the Municipal Court Administrator in the Central Municipal Court of Atlantic County involving the eight municipalities of Egg Harbor Township, Estell Manor, Galloway Township, Hamilton Township, Linwood, Northfield, Ventnor and Weymouth.

Candidate should have excellent customer service skills, attention to detail, organization, be self-motivated and have experience in court administration, case flow management, working knowledge of ATS/ACS systems, MACS, and PageCenter. Responsibilities include, but are not limited to, case processing, including determining probable cause; responding to inquiries from the public, employees, clients, attorneys, etc.; preparing and reviewing daily, weekly and monthly reports; drafting correspondence; data entry; complying with New Jersey Rules of Court, administrative directives, laws and established policies and procedures governing the operation of the Central Municipal Court of Atlantic County. The applicant must have one year of experience in work related to the administrative operations of a court, law enforcement agency, law office, or governmental agency, including the preparation and/or processing of legal documents. Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Applicants who are not certified by the New Jersey Supreme Court or are in the process of obtaining certification, or who are not fully accredited pursuant to R.1:41-3, must be willing to obtain conditional accreditation within six months of hire and become fully accredited within three years of hire date.

Please submit cover letter, letter of reference and current resume to:

James F. Ferguson, County Counsel
Atlantic County Department of Law
1333 Atlantic Avenue, 8th Floor
Atlantic City, New Jersey 08401
Email: Ferguson_james@aclink.org

Atlantic County is an Equal Opportunity Employer

**** NOTE:** The above county job posting was submitted to the vicinage by Atlantic County and is not a State job posting