

# Municipal Court Career Opportunity

**MUNICIPALITY:** AVALON AND STONE HARBOR  
**VICINAGE:** ATLANTIC/CAPE MAY  
**POSITION TITLE:** DEPUTY COURT ADMINISTRATOR – FULL TIME  
**POSTING DATE:** AUGUST 2, 2021  
**DEADLINE DATE:** AUGUST 16, 2021  
**SALARY RANGE:** COMMENSURATE WITH EXPERIENCE

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## POSITION DESCRIPTION AND REQUIREMENTS

The Avalon and Stone Harbor shared Municipal Court is seeking a qualified self-motivated and detail-oriented individual for the full-time position of Deputy Municipal Court Administrator. Interested candidates must have excellent customer service skills, organization skills, ability to work under pressure as a team member and independently. Candidate must have one or more years of experience in New Jersey Municipal Courts and have knowledge with all computer programs and applications pertaining to municipal courts including but not limited to: ATS/ACS, PCSAM, Page Center, and Reports on Demand.

Responsibilities include but are not limited to: all phases of case processing and case flow management; determining probable cause; interacting with citizens, attorneys, and law enforcement officers; preparing and reviewing daily, weekly, and monthly reports; drafting correspondence; accurate data entry; complying with NJ Rules of the Court, Administrative Directives, laws, and established policies and procedures governing the operation of Municipal Courts. Applicants must follow the Judiciary Code of Conduct.

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.

Applicants shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within three years of the hire date as set forth in the New Jersey Supreme Court pursuant to R.1:41-3.

Please submit resume via email or regular mail to:

[wtorroni@avalonboro.org](mailto:wtorroni@avalonboro.org) or

Wendy Torroni, CMCA  
Avalon Municipal Court  
3100 Dune Drive  
Avalon, NJ 08202

**The Borough of Avalon and Stone Harbor are 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.