

Municipal Court Career Opportunity

MUNICIPALITY: BORDENTOWN TOWNSHIP/CHESTERFIELD MUNICIPAL COURT
VICINAGE: BURLINGTON
POSITION TITLE: DEPUTY MUNICIPAL COURT ADMINISTRATOR
POSTING DATE: 7/21/21
DEADLINE DATE: 8/6/21
SALARY RANGE: \$ 34,479 - \$60,000

Position Description and Requirements

The Bordentown Township/Chesterfield Township shared municipal court in the County of Burlington is seeking a qualified, self-motivated, and detail-oriented individual for the position of Deputy Municipal Court Administrator. 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 Certified Municipal Court Administrator and Municipal Court Judge.

Interested candidates should possess excellent writing and verbal communication skills and the ability to provide a high level of customer service. Candidate must be able to work well independently and under the direction of the Municipal Court Administrator and Municipal Court Judge. Responsibilities include but are not limited to processing complaints; on-call duties; answering inquiries from the public, employees, clients, attorneys, 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 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. Experience in case flow management and other computer applications are a plus. Candidate should also have knowledge and understanding of Criminal Justice Reform.

Accredited candidates are preferred but not mandatory. Pursuant to N.J.S.A. 2B:12-11, et al, all newly appointed deputy municipal court administrators who are not fully accredited or certified must obtain conditional accreditation within six months of the date of appointment, and full accreditation within three years of the date of appointment. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please submit cover letter and resume via email to:

Michael Theokas, Bordentown Twp. Administrator
Bordentown Township
1 Municipal Drive
Bordentown, New Jersey 08505
M.Theokas@bordentowntwp.org

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