

Municipal Court Career Opportunity

MUNICIPALITY: Bridgewater Township, Somerset County
VICINAGE: Somerset/Hunterdon/Warren Vicinage
POSITION TITLE: Deputy Court Administrator
Full Time
POSTING DATE: July 15, 2021
DEADLINE DATE: July 26, 2021
SALARY RANGE: \$44,663-\$71,235.72

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Bridgewater is seeking a qualified individual for the position of Deputy Municipal Court Administrator. Excellent customer service skills, attention to details, organization and self-motivation are a must. Successful candidate will work under the general direction of the Municipal Court Judge and Municipal Court Administrator. Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system, eMACS, PCSAM, Municipal Case Resolution, eCourts, eCourts Expungement System and PageCenter. Experience in case flow management, other computer applications, video communications and virtual court platforms are a plus.

Responsibilities include but are not limited to: answering queries from the public, employees, clients, attorneys, etc; supervising staff; preparing, reviewing and monitoring daily, weekly and monthly reports; evaluating 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 as required.

Candidates must either be certified by the New Jersey Supreme Court, or in the process of obtaining certification.

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

Please submit cover letter, current résumé and salary requirements to:

Christine Madrid
100 Commons Way
Bridgewater, NJ 08807
E-mail: personnel@bridgewaternj.gov

The Township of Bridgewater 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.