

# Municipal Court Career Opportunity

**MUNICIPALITY:** Township of Maplewood  
Maplewood & South Orange Shared Municipal Courts  
**VICINAGE:** Essex County  
**POSITION TITLE:** Deputy Court Administrator  
**POSTING DATE:** July 9, 2021  
**DEADLINE DATE:** July 30, 2021

## POSITION DESCRIPTION AND REQUIREMENTS

### Overview:

Deputy Court Administrator position for the Shared Municipal Courts of Maplewood and South Orange. Under the direction of the Municipal Court Administrator, assist in the supervision and/or performing quasi judicial and administrative functions related to the operations of a municipal court; working knowledge of ATS/ACS systems, MACS, Page Center, Case Management, maintain financial accounts, knowledge of daily, weekly, and monthly reports, ZOOM (Virtual Courts) understanding of Supreme Court Directives and NJ Court Rules governing the operation of Municipal Courts. Performs other related duties as required. As an active (by volume) Shared Court, serving a diverse community in Essex County, applicants will be needed to multitask and provide dynamic customer service by maintaining technology to support the Courts mission of resolving disputes in timely fashion.

### Experience:

Applicants shall possess, one (1) year of experience in work related to the administrative operation of a court. Applicants who are not certified by the New Jersey Supreme Court or in the process of obtaining certification and not fully accredited pursuant to R.1:41-3, must obtain conditional accreditation within six months of and be fully accredited within three years of date of hire. P.O.M.C.A training and bi-lingual applicants a plus but not required.

### Hours:

Court office hours are Monday through Friday 9:00 am - 4:00 pm and two (2) night court sessions per week (Mondays / Tuesdays). Additional court sessions may be required. Coverage for call-outs may be required.

### Salary:

Salary Range: \$48,0001 to \$63,000 per annum plus benefits  
Commensurate with experience

Please send cover letter and resume, no later than July 30, 2021 to:

Maplewood and South Orange Shared Municipal Courts  
1618 Springfield Avenue  
Maplewood, NJ 07040  
Or  
Email – [jobs@twp.maplewood.nj.us](mailto:jobs@twp.maplewood.nj.us)

NO TELEPHONE RESPONSES WILL BE ACCEPTED

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

The Township of Maplewood is an Equal Opportunity Employer