

Municipal Court Career Opportunity

MUNICIPALITY: BOROUGH OF FANWOOD
VICINAGE: UNION
POSITION TITLE: COURT ADMINISTRATOR
POSTING DATE: JUNE 10, 2021
DEADLINE DATE: JUNE 21, 2021
SALARY RANGE: SALARY COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Fanwood Municipal Court is seeking a motivated, self-starter, with proven management/supervisory skills and good writing and communications skills to work under the general direction of the Municipal Court Judge. Candidate must have experience in court administration, case flow management, excellent customer service skills and proficiency in ATS/ACS, MACS, Reports on Demand and Page Center systems. Experience with video communications and virtual court platforms a plus.

Responsibilities include, but are not limited to: Supervision of court staff, answering queries from public, employees, clients; providing information and guidance to attorneys, clients and community organizations; assisting clients with technical and procedural guidance; facilitating discussion among state, vicinage, and local management; preparing, reviewing and monitoring daily, weekly and monthly reports; maintaining; reconciling and balancing the court's financial accounts; evaluating reports; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Directives, laws, policies and procedures governing the operation of Municipal Courts. Perform related duties as required.

Candidates must be Certified Municipal Court Administrator designated by the New Jersey Supreme court, or in the process of obtaining certification. Appointment to this position will be made in accordance with N.J.S.A. 2B:12-11 and applicable court rules.

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

Joy A. Veeck, C.M.C.A.
Fanwood Municipal Court
75 North Martine Ave.
Fanwood, N.J. 07023
Fax: (908) 322-1378
E-mail: Fanwoodcourts@fanwoodnj.org

The Borough of Fanwood 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.