

Municipal Court Career Opportunity

MUNICIPALITY: Madison Borough

VICINAGE: MORRIS/SUSSEX

POSITION TITLE: Deputy Court Administrator (Part-time – 29 Hours Per Week)

POSTING DATE: August 10, 2021

CLOSING DATE: August 27, 2021

SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Madison Joint Municipal Court, consisting of Madison, Chatham Borough, Chatham Township, Harding Township and Morris Township, is seeking a qualified individual to fill the vacancy of part-time Deputy Court Administrator. The qualified candidate must have experience in all aspects of court administration, including a strong working knowledge of ATS/ACS, PCSam and Page Center computer systems. Candidate must also have strong financial skills in managing the general and bail accounts. Excellent customer service skills, attention to details, organization and self-motivation are necessary. Office hours are 8:00 a.m. to 4:00 p.m. Candidates must be available for court sessions and the salary is commensurate with experience.

Responsibilities will include but are not limited to answering inquiries from internal and external court users; supervising staff; preparing, reviewing and monitoring daily, weekly and monthly reports, evaluating reports, drafting correspondence; docketing tickets/complaints, accepting payments and bail, scheduling cases, preparing certified dispositions, filing, data entry; complying with the New Jersey Rules of Court, directives, laws and established policies and procedures governing the operations of the Municipal Courts of New Jersey.

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 but not required.

Candidates must be accredited as set forth by the NJ Rules of Court, 1:41-3. The hiring process will comply with NJ Court Rule 1:34-3, adopted September 13, 2011.

Interested candidates **MUST** complete a Borough application (available in the Borough's Clerk's Office or on-line at www.rosenet.org).

Please send application, resume, and cover letter to:

Borough of Madison
Attn. Sandy Emmerich
EmmerichS@rosenet.org

Please send resume and cover letter only to:

Rebecca Muller, Municipal Division Manager
Rebecca.Muller@njcourts.gov

No Telephone calls

The Borough of Madison 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****