

# Municipal Court Career Opportunity

**MUNICIPALITY:** PLAINFIELD MUNICIPAL COURT  
**VICINAGE:** UNION  
**POSITION TITLE:** DEPUTY COURT ADMINISTRATOR  
Full Time  
**POSTING DATE:** 08/18/2021  
**DEADLINE DATE:** 09/03/2021  
**SALARY RANGE:** \$54,024 - \$71,897

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## POSITION DESCRIPTION AND REQUIREMENTS

The Plainfield Municipal Court, Union County, is seeking a qualified individual to fill a full-time position as Deputy Court Administrator. Excellent customer service skills, attention to details, organization and self-motivation are a must. Applicants should have experience in all aspects of court administration including strong working knowledge of the ATS/ACS computer system, PCSAM, EMACS, Page Center and knowledge of ZOOM virtual platform for court sessions. Experience in case flow management and other computer applications are a plus.

Responsibilities include, but are not limited, to: answering queries from public, employees, clients; attorneys, etc.; supervising staff; preparing, reviewing and monitoring daily, weekly and monthly reports; evaluating reports; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts and perform related duties as required.

Certification as a Municipal Court Administrator is highly desirable. The candidate should be prepared to become certified according to New Jersey Civil Service requirements.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011. Please be advised that this is a civil service city.

Application/resume with salary requirements may be submitted to:

[jobs@plainfieldnj.gov](mailto:jobs@plainfieldnj.gov) Fax - (908) 753-3030  
City Of Plainfield – Personnel Division  
515 Watchung Ave, Plainfield NJ. 07060

NOTE: Current certification as a Municipal Court Administrator issued by the New Jersey Supreme Court pursuant to NJSA 2B12-11 may be substituted for the indicated experience.

Please send resume by 09/03/2021 – No phone calls, please.

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