

Municipal Court Career Opportunity

MUNICIPALITY: CITY OF PLEASANTVILLE
VICINAGE: ATLANTIC/CAPE MAY
POSITION TITLE: DEPUTY COURT ADMINISTRATOR – FULL TIME
POSTING DATE: JULY 13, 2021
DEADLINE DATE: JULY 27, 2021
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The City of Pleasantville is seeking to hire a Deputy Court Administrator to work under the general direction of the Municipal Court Administrator. Core skill requirements such as excellent customer service, detail oriented, organization skills and self-motivation are essential. Responsibilities include but are not limited to: aspects of case processing which include payment and bail processing; understanding of case flow management, determination of probable cause; interacting with various levels of court users, data entry skills in ATS/ACS, MACS and review of PageCenter; complying with the New Jersey Rules of Courts, Administrative Directives, laws, established policies and procedures governing the operations of the Municipal Courts. Knowledge of courtroom procedures and operation of sound recording systems is essential.

Applicants who are not certified by the New Jersey Supreme Court or in the process of obtaining certification or who are not fully accredited pursuant to R.1:41-3 must be willing to obtain conditional accreditation within six months of hire and become fully accredited within three years of hire date.

Please submit resume with salary requirements via email or regular mail to:

cynthia.doughty@njcourts.gov or

Cynthia Doughty, CMCA
18 N. 1st Street
Pleasantville, NJ 08232

The City of Pleasantville 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.