

Municipal Court Career Opportunity

MUNICIPALITY: Township of Rockaway
Rockaway Township/Mine Hill Shared Municipal Court

VICINAGE: Morris/Sussex

POSITION TITLE: Deputy Court Administrator

POSTING DATE: October 1, 2021

CLOSING DATE: October 15, 2021

SALARY RANGE: Commensurate with experience

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Rockaway is seeking a qualified individual for the position of Deputy Court Administrator for the shared municipal courts of Rockaway Township and Mine Hill. The qualified candidate must have experience in all aspects of court administration, including a strong working knowledge of the PCSam, ATS/ACS, eMACS and Page Center systems, experience with municipal court sound recording equipment, and financial experience. Attention to detail, organization, and self-motivation are essential. The court office hours are 8:30 AM to 4:30 PM.

Responsibilities include: docketing tickets/complaints, accepting fine payments and bail, scheduling cases, issuing warrants, preparing certified dispositions, filing, data entry, and other related duties.

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 in rule 1:41-3. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Interested applicants must apply online with cover letter, salary requirements and resume to Rockaway Township.org under JOBS or click on this direct link ([Application](#))

**Please also send a copy of resume and cover letter to
Rebecca Muller, Municipal Division Manager**

Rebecca.Muller@njcourts.gov

****No telephone calls, please ****

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