

Municipal Court Career Opportunity

MUNICIPALITY: Rockaway Township/ Mine Hill Borough Shared
Municipal Court
VICINAGE: Morris / Sussex
POSITION TITLE: Municipal Court Administrator
POSTING DATE: August 10, 2021
CLOSING DATE: August 27, 2021
SALARY RANGE: Commensurate with Experience

POSITION DESCRIPTION AND REQUIREMENTS

MUNICIPAL COURT ADMINISTRATOR (FULL TIME) – Rockaway Township is seeking to hire a qualified individual with proven management and supervisory skills to work under the general direction of the Municipal Court Judge. The selected candidate must have detailed knowledge of state laws, rules, regulations, policy, and procedures that apply to the administration of the Municipal Court. The selected individual should be skilled at analyzing daily, weekly, and monthly statistical reports; preparing and submitting local and county budgets; maintaining and reconciling the courts' financial accounts. The selected candidate must be highly motivated and possess excellent writing and communication skills. The selected candidate will be expected to implement innovative office strategies and have strong interpersonal and customer service skills with the ability to multitask.

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 either be a 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 rules. The hiring process will comply with NJ Court 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 ****

Rockaway Township 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 listing.