

Municipal Court Career Opportunity

MUNICIPALITY: SCOTCH PLAINS MUNICIPAL COURT
VICINAGE: UNION
POSITION TITLE: DEPUTY COURT ADMINISTRATOR
Full Time
POSTING DATE: July 9, 2021
DEADLINE DATE: August 6, 2021
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Scotch Plains 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, MACS and Page Center. Experience in case flow management and other computer applications is a plus.

Responsibilities include but are not limited to: answering queries from the public, attorneys, supervising staff and community organizations; assisting with procedural guidance, 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:
Scotch Plains Municipal Court
430 Park Avenue
Scotch Plains, NJ 07076
Fax: (908)-322-0680

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.