

Municipal Court Career Opportunity

MUNICIPALITY: City of Somers Point
VICINAGE: Atlantic/Cape May
POSITION TITLE: Deputy Municipal Court Administrator
POSTING DATE: 09/3/2021
DEADLINE DATE: 09/30/2021

POSITION DESCRIPTION AND REQUIREMENTS

Overview and Duties:

The Municipal Court of Somers Point is seeking a Deputy Municipal Court Administrator. Under the direction of the Municipal Court Judge and Municipal Court Administrator, the Deputy Municipal Court Administrator will assist with the administration of court operations; performing quasi-judicial functions. Responsibilities also include but are not limited to: handling inquiries from the public/litigants, taking citizen complaints, processing payments through the Violations Bureau, entering traffic tickets, issuing warrants, determining probable cause and maintaining the filing system.

Experience:

One year or more experience in the administrative operations of a Municipal Court. New Jersey Municipal Court experience is preferred. Somers Point is a Civil Service Community.

Education:

A High School Diploma or equivalent is required. Full accreditation as required by the New Jersey Supreme Court pursuant to R.1:41-3 is required. If not certified or fully accredited, the successful candidate must earn conditional accreditation within six months and full accreditation within three years of appointment.

Hours:

Court office hours are Monday through Friday, 9:00 AM to 5:00PM. Court is held Tuesday nights at 5:00 PM.

Salary:

Salary is \$31,212 to \$48,065 commensurate with experience. A benefits package is included.

Please send cover letter and resume to:

Margy Wismer, C.M.C.A.
Somers Point Municipal Court
1 W. New Jersey Ave.
Somers Point, NJ 08244
Email: margy.wismer@njcourts.gov

The City of Somers Point 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.

Posted: 9/3/2021
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