

Municipal Court Career Opportunity

VICINAGE: OCEAN COUNTY
MUNICIPALITY: TOWNSHIP OF TOMS RIVER
POSITION TITLE: DEPUTY MUNICIPAL COURT ADMINISTRATOR
POSTING DATE: August 2, 2021
DEADLINE DATE: August 16, 2021
SALARY RANGE: \$43,638.75 - \$69,520.02

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Toms River Municipal Court is seeking to hire a Deputy Municipal Court Administrator with an understanding of supervisory management, case flow management, working knowledge of ATS/ACS systems, MACS, and Page Center is a plus. Candidate must have excellent customer service, writing, and communication skills; be motivated and a self-starter for this court to work under the general direction of the Municipal Court Judge. Full accreditation/Certification by the State of New Jersey is preferred and will be required in accordance with NJ Court Rule 1:41-3. Candidates must comply with the Code of Conduct of Judiciary Employees.

Responsibilities include but are not limited to,

- oversight of all court functions, including court sessions and calendaring
- responding to inquiries from public and litigants
- providing information and guidance to attorneys, defendants, and community organizations
- assisting defendants with technical and procedural issues
- facilitating discussion between vicinage, state, and local authorities
- reviewing and monitoring daily, weekly, and monthly management reports
- responsible for maintaining the court's two financial accounts
- ensuring compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.
- drafting correspondence.

Please submit cover letter and resume via email, fax or regular mail to

jobs@tomsrivertownship.com

NO PHONE CALLS, PLEASE

THE TOWNSHIP OF TOMS RIVER 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.