

Municipal Court Career Opportunity

MUNICIPALITY: VOORHEES TOWNSHIP, CAMDEN COUNTY

VICINAGE: CAMDEN COUNTY

POSITION TITLE: DEPUTY MUNICIPAL COURT ADMINISTRATOR
FULL-TIME

POSTING DATE: 09-28-2021

DEADLINE DATE: 10-13-2021

SALARY RANGE: COMMENSURATE WITH EXPERIENCE

The Township of Voorhees Municipal Court is seeking to hire a full-time Deputy Municipal Court Administrator. Applicants should have experience in all aspects of court administration including, but not limited to assisting the Court Administrator, supervision of court staff, understanding of case flow management and working knowledge of the ATS/ACS systems, MACS and Page Center applications.

Candidates must have excellent customer service skills, attention to detail, organization and self-motivation skills. Full accreditation/Certification by the State of New Jersey is preferred and will be required in accordance with NJ Court Rule 1:41-3. Applicants shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within three years of the hire date as set forth in the New Jersey Court Rules. Candidates must comply with the Code of Conduct of Judiciary Employees.

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

Please submit cover letter, current resume and salary requirements to:

Kathleen Green, Voorhees Township Director of Human Resources
2400 Voorhees Town Center
Voorhees, NJ 08046
Fax (856) 429-376
E-mail: kgreen@voorheesnj.com

Voorhees 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 posting.