

Municipal Court Career Opportunity

MUNICIPALITY: CITY OF WILDWOOD
VICINAGE: ATLANTIC/CAPE MAY
POSITION TITLE: DEPUTY COURT ADMINISTRATOR – FULL TIME
POSTING DATE: August 6, 2021
DEADLINE DATE: August 20, 2021
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The City of Wildwood is seeking a qualified individual for the position of Deputy Municipal Court Administrator to work under the general direction of Municipal Court Administrator in a Shared Municipal Court between the Cities of Wildwood and West Wildwood. Excellent customer service skills, attention to detail, organization and self-motivation a must. Responsibilities include but are not limited to: case processing including determining probable cause; responding to inquiries from the public, employees, clients, attorneys, etc.; preparing and reviewing daily, weekly and monthly reports; drafting correspondence; data entry; complying with the New Jersey Rules of Court, administrative directives, laws and established policies and procedures governing the operation of the Municipal Courts. Familiarity with AOC-Mainframe, MACS system/Microsoft Edge is a plus.

Applicants who are not certified by the New Jersey Supreme Court or in the process of obtaining certification, or who are not fully accredited pursuant to R.1:41-3 must be willing to obtain conditional accreditation within six months of hire and become fully accredited within three years of hire date.

Please submit cover letter and current resume to:

Hope Pinto
Human Resources Director
4400 New Jersey Avenue
Wildwood, NJ 08260
No phone calls please

The City of Wildwood 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.