

Laura Simoldoni  
Trial Court Administrator

10 Main Street, Suite 425, Hackensack, New Jersey 07601

[www.njcourts.gov](http://www.njcourts.gov)

Tel: 201-221-0700

Fax: 201-221-0656

## NOTICE OF A SPECIAL CIVIL PART OFFICER APPOINTMENT OPPORTUNITY

**Compensation:** Special Civil Part Officers are unsalaried independent contractors whose income consists of statutory fees paid by litigants for service of process issued by the court. Special Civil Part Officers also retain a percentage of the money they collect pursuant to writs of execution against wages and chattels issued by the court and they receive fees for serving and executing warrants for removal issued by the court in tenancy actions.

Applications Accepted Through **October 29, 2021**

### DESCRIPTION

Special Civil Part Officers are officers of the court. Their responsibilities include serving summonses and complaints in landlord/tenant actions and serving and executing warrants for removal in eviction cases as ordered by the court. Special Civil Part Officers also serve post-judgment papers issued by the court, such as chattel and wage executions, post and conduct sales of goods and chattels, remit execution proceeds to judgment creditors, and perform such other duties as may be directed by the court or required by statute, court rule or administrative directive.

### REQUIREMENTS

Candidates must meet at least one of the following qualifications:

The candidate shall have been employed for no fewer than three years by a New Jersey Court. Judiciary employees may apply for appointment as a Special Civil Part Officer but must resign from their Judiciary position if selected for appointment.

The candidate shall have been employed on a full-time basis for no fewer than three years by an officer/process server of a New Jersey Court or by a bonded collection agency in the State of New Jersey in a managerial capacity.

c) The candidate shall have been employed as a full-time law enforcement officer. All persons qualifying under this provision must have performed in their previous position, duties that were of an investigative nature, for a period of no less than three years.

d) The candidate shall have successfully attained a Bachelor's degree from an accredited college with no fewer than 30 credits in criminal justice, business law and/or accounting.

In addition to meeting one of the aforementioned qualifications, the candidate must demonstrate all of the following:

a) If the candidate intends to personally perform or oversee staff that will perform the accounting functions associated with the position, the candidate's ability to do so must be demonstrated. In the alternate, the

candidate may utilize an accountant or accounting firm to perform the necessary accounting functions.

- b) The candidate must not have any outstanding judgments against him or her and must provide recent copies of credit reports and credit scores from three major credit reporting agencies: currently, Equifax, Experian and TRW.
- c) The candidate must not have a criminal record and must have a reputation for honesty in the community.
- d) The candidate must be able to obtain an initial \$100,000 bond. Thereafter, the candidate must be eligible for required increases in bonding as needed.
- e) The candidate must provide a business plan per Directive #01-15.

[Directive #01-15 &ndash; Special Civil Part Officers &ndash; Policies and Procedures \(njcourts.gov\)](http://njcourts.gov)

**Candidates should submit a cover letter, current resume and a completed Special Civil Part Officer Candidate Information/Computerized Criminal History Authorization and Release Form, Credit Reports and Business Plan by October 29, 2021 to: Kathleen Stylianou, Esq., Civil Division Manager, Bergen County Superior Court, Special Civil Part, 10 Main Street, Room 415, Hackensack, New Jersey 07601.**

**THE JUDICIARY OF NEW JERSEY OBSERVES  
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION  
PRINCIPLES IN APPOINTING SPECIAL CIVIL PART OFFICERS**



APPENDIX B to ADMINISTRATIVE DIRECTIVE #01-15



New Jersey Judiciary  
Special Civil Part Officer Candidate Information  
Computerized Criminal History Authorization and Release Form

The form is to be completed by the Special Civil Part Officer candidate and submitted to the Assistant Civil Division Manager for the Special Civil Part together with a cover letter, current resume and a business plan.

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Apt. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Email Address \_\_\_\_\_

Other Names Used by Candidate \_\_\_\_\_

Social Security Number \_\_\_\_\_ Driver's License # (include issuing state) \_\_\_\_\_

Candidates must not have any outstanding judgments against him/her and must submit recent copies of credit reports from the three major credit-reporting agencies.

I have never been convicted of, found guilty of or pled guilty to any crime or non-criminal offense, including disorderly or petty disorderly persons offenses, driving while intoxicated and offenses, except the following (check "None" or give details of each conviction and disposition; use and sign additional sheets if necessary):

- None
- Conviction and details \_\_\_\_\_  
\_\_\_\_\_

**Computerized Criminal History Authorization and Release**

I do hereby authorize a review and full disclosure of all records and information concerning myself regarding convictions for any crimes or non-criminal offenses, including but not limited to, disorderly or petty disorderly person's offenses and driving while intoxicated. I hereby release, discharge and exonerate the Judiciary, their agents and representatives, and any person so furnishing information pursuant to this Authorization and Release from any and all liability of every nature and kind arising out of the furnishing, inspection or collection of such documents, records and other information or the investigation made by the Judiciary. I understand that any information obtained through a comprehensive criminal history background investigation, which includes fingerprinting and examination of all non-expunged records, will be considered in determining my suitability for appointment as a Special Civil Part Officer by the Judiciary of the State of New Jersey. I have read and fully understand the contents of this Authorization and Release.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name