

Municipal Court Career Opportunity

MUNICIPALITY: CLARK MUNICIPAL COURT
VICINAGE: UNION
POSITION TITLE: MUNICIPAL COURT ADMINISTRATOR
POSTING DATE: OCTOBER 20, 2016
DEADLINE DATE: NOVEMBER 18, 2016
SALARY RANGE: \$50,000 - \$70,000 Depending on Experience

POSITION DESCRIPTION AND REQUIREMENTS

The Clark Municipal Court is seeking a motivated, self-starter, with good writing and communication skills to work under the general direction of Municipal Court Judge. The successful candidate should have experience in court administration, case flow management, working knowledge ATS/ACS, MACS and PageCenter systems, and have excellent customer service skills. Responsibilities include, but are not limited to, answering queries from public, employees, defendants; assist defendants with technical and procedural guidance, facilitate discussion among state, vicinage, and local management, prepares, reviews and monitors daily, weekly and monthly reports, responsible for maintaining the courts financial accounts, draft correspondence, 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. Certification by the State of New Jersey is required.

Candidates must either have been awarded the title of Certified Municipal Court Administrator pursuant to NJSA 2B:12-11, or needs to be accredited, or in a position to become conditionally accredited within six months of hire date pursuant to NJ Court Rule 1:41-3. This is a Civil Service position. The Candidate should be prepared to have Civil Service Certification; or must become certified according to civil service requirements.

Submit a cover letter and current resume with salary requirements by November 18, 2016 to:

Honorable Antonio Inacio, J.M.C.
Clark Municipal Court
315 Westfield Avenue
Clark, New Jersey 07066-1704

The Township of Clark 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.