

Municipal Court Career Opportunity

MUNICIPALITY: Demarest
VICINAGE: Bergen Vicinage
POSITION TITLE: Municipal Court Administrator - P/T, 15 hours
POSTING DATE: December 8, 2016
DEADLINE DATE: December 30, 2016
SALARY RANGE: \$25.00/hr

NOTE: Applicants who submitted resumes for our previous posting in this job title do not need to re-apply. New candidates will be integrated into the existing pool.

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Demarest is seeking a motivated, self starter, with good writing and communication skills to work under the general direction of Municipal Court Judge. Candidate should have experience in court administration, case flow management, working knowledge ATS/ACS systems, MACS, PageCenter and have excellent customer service skills. Responsibilities include, but are not limited to, answering queries from public, employees, defendants; provides information and guidance to attorneys, defendants and community organizations; 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 two financial accounts, and evaluation reports, 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.

Kindly submit cover letter and current resume electronically to Ms. Susan Crosman, Borough Clerk at:

susandemboro@aol.com

Fax Copy to the Attention of Brendis Montijo-Wrigley, Municipal Division Manager
Fax: (201) 371-1150

NO PHONE CALLS, PLEASE

The Borough of Demarest 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.