

# MUNICIPAL COURT CAREER OPPORTUNITY

**MUNICIPALITY:** BOROUGH OF FAIR LAWN  
**VICINAGE:** BERGEN  
**POSITION TITLE:** DEPUTY MUNICIPAL COURT ADMINISTRATOR  
**POSTING DATE:** OCTOBER 28, 2016  
**DEADLINE DATE:** NOVEMBER 9, 2016  
**SALARY RANGE:** COMMENSURATE WITH EXPERIENCE

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## POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Fair Lawn is seeking a motivated, self-starter, with good writing and communication skills to work under the general direction of the Municipal Court Judge. The candidate must have an understanding of case flow management, working knowledge of the ATS/ACS systems, MACS and Page Center. Unaccredited 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.

Please forward resume and cover letter to:

Honorable Steven C. Schechter, JMC  
Fair Lawn Municipal Court  
8-01 Fair Lawn Avenue  
Fair Lawn, NJ 07410  
or via Email  
[Court@fairlawn.org](mailto:Court@fairlawn.org)

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

NO PHONE CALLS – PLEASE

The Borough of Fair Lawn 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