

Municipal Court Career Opportunity

MUNICIPALITY : Medford Township
VICINAGE : Burlington
POSITION/TITLE : Part-Time Deputy Court Administrator
POSTING DATE : August 16, 2016
DEADLINE DATE : September 2, 2016
SALARY RANGE: \$15.00 Per Hour
No Benefits

POSITION DESCRIPTION AND REQUIREMENTS

The Medford Township Municipal Court is seeking a qualified individual for the part time position of Deputy Court Administrator (29 Hours per week). Applicants should have experience in all aspects of municipal court administration, including a strong understanding of the ATS/ACS/MACS computer system, together with a thorough working knowledge of criminal and traffic laws, local ordinances, court rules and procedures relating to the overall operation of the Municipal Court. Excellent customer service skills, attention to details, organization and self-motivation are a must.

Applicants who have been awarded the title of Certified Municipal Court Administrator pursuant to NJSA 2B:12-11 are preferred. If the applicant does not possess the CMCA title, he/she needs to be accredited or in a position to become conditionally accredited within six months of the hire date pursuant to NJ Court Rule 1:41-3.

Please send resume with salary requirements to:

Dawn Bielec, HR Coordinator
Township of Medford
17 North Main Street
Medford, New Jersey 08055
Fax No. 609-714-1790
Email: dbielec@medfordtownship.com

The Township of Medford 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.**