

Municipal Court Career Opportunity

MUNICIPALITY: Moorestown Township
VICINAGE: Burlington
POSITION TITLE: Deputy Municipal Court Administrator
POSTING DATE: August 1, 2016
DEADLINE DATE: August 31, 2016
SALARY RANGE: \$32,027 - \$50,820

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Moorestown in the County of Burlington is seeking a qualified, self-motivated and detail oriented individual for the full-time position of Deputy Municipal Court Administrator. Interested candidates should possess excellent writing and verbal communication skills and the ability to provide a high level of customer service. Applicants must be able to work well independently and under the direction of the Certified Municipal Court Administrator and Municipal Court Judge. Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system, MACS and Page Center. Experience in case flow management and other computer applications are a plus.

Responsibilities include, but are not limited to: processing complaints; on-call duties; answering inquiries from the public, employees, clients, attorney's, etc.; preparing, reviewing, evaluating and monitoring daily, weekly and monthly reports; accepting bail and pleas of guilty with payments; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the New Jersey Municipal Courts.

Applicants must either have or been awarded the title of Certified Municipal Court Administrator pursuant to NJSA 2B:12-11, or needs to be accredited or in the position to become accredited within six months of the date of hire pursuant to NJ Court Rule 1:41-3.

Interested candidates should submit cover letter and resume to Maryann Knell, Human Resources, 111 West Second Street, Moorestown, New Jersey 08057 or to MKnell@Moorestown.NJ.US.

Moorestown Township is a NJ Civil Service Municipality and 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.**