Municipal Court Career Opportunity

MUNICIPALITY: **BOROUGH OF MOUNTAINSIDE**

VICINAGE: **UNION**

POSITION TITLE: **DEPUTY COURT ADMINISTRATOR / FULL TIME**

POSTING DATE: **07/13/2016**

DEADLINE DATE: **08/25/2016**

SALARY RANGE: **COMMENSURATE WITH EXPERIENCE**

POSITION DESCRIPTION AND REQUIREMENTS

The Mountainside Municipal Court is seeking a qualified individual for the position of Deputy Court Administrator. Excellent customer service skills, attention to details, organization and self-motivation are a must. 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 queries from public, employees, clients, attorneys, etc; supervising staff; supervisory responsibilities in the absence of the Court Administrator; preparing, reviewing and monitoring daily, weekly and monthly reports; evaluating reports; drafting correspondence; complying 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.

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

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please mail resume with salary requirements, by August 25, 2016 to:

Honorable Frank Sahaj, JMC
Mountainside Municipal Court
1385 Route 22 East
Mountainside, NJ 07092

The Borough of Mountainside 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.