

Municipal Court Career Opportunity

CIVIL SERVICE

MUNICIPALITY: Court of the Palisade Interstate Park
VICINAGE: Bergen Vicinage
POSITION TITLE: Municipal Court Administrator
POSTING DATE: August 15, 2016
DEADLINE DATE: September 6, 2016
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Court of the Palisade Interstate Park is seeking a motivated, self starter, with good writing and communication skills to work under the general direction of Municipal Court Judge. Candidate must have two years' 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.

Please submit cover letter and current resume to:

James F. Hall, Executive Director
Commission of the Palisade Interstate Park
P.O. Box 155
Alpine, NJ 07620
Fax 201-767-3842

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

NO PHONE CALLS, PLEASE

The Court of the Palisade Interstate Park is an Equal Opportunity Employer.