

# **Municipal Court Career Opportunity**

## **CIVIL SERVICE**

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

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### **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 the Judge of the Municipal Court. Candidate must have one year experience in court administration, case flow management, working knowledge ATS/ACS, MACS and PageCenter systems, and have excellent customer service skills. Responsibilities include but are not limited to answering queries from the 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. Should have experience in the monitoring of daily, weekly and monthly reports, assist in maintaining the courts two financial accounts and draft correspondence in compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. 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. Perform related duties as 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.