

# Municipal Court Career Opportunity

**MUNICIPALITY:** Robbinsville Township Municipal Court  
**VICINAGE:** Mercer County  
**POSITION TITLE:** Deputy Court Administrator (Full time)  
**POSTING DATE:** June 20, 2016  
**DEADLINE DATE:** Extended to July 29, 2016  
**STARTING SALARY RANGE:** \$40,000 - \$55,000 Depending on experience

---

## **Position Description:**

The Township of Robbinsville is seeking a motivated, organized self-starter with excellent communication and customer service skills to work under the general direction of the Certified Court Administrator and Municipal Court Judge for the Robbinsville Township Municipal Court. The candidate should have experience in court administration, caseload management, working knowledge of ATS/ACS systems, monitoring of daily, weekly, and monthly reports and maintaining court financial accounts. Responsibilities will include responding to public inquiries, providing information to attorneys, defendants, other government agencies and drafting correspondence. Perform duties as required.

Applicants who have been awarded certification pursuant to NJSA 2B:12-11 are preferred. If an applicant is not certified, he or she must be in the position to become accredited within six months of the hire date pursuant to Rule 1:41-3. Salary range is commensurate with experience.

**Please send resume by July 15, 2016 to**

Sonia Marcos, ADCA.  
Robbinsville Township Municipal Court  
1117 Route 130  
Robbinsville, NJ 08619  
[sonia.marcos@njcourts.gov](mailto:sonia.marcos@njcourts.gov)

The Township of Robbinsville 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.