

Municipal Court Career Opportunity

MUNICIPALITY: CITY OF SUMMIT
VICINAGE: UNION
POSITION TITLE: DEPUTY COURT ADMINISTRATOR
FULL TIME
POSTING DATE: 09/6/2016
DEADLINE DATE: 09/26/2016
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Summit 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 September 26, 2016 to:

Honorable Donald Bogosian, JMC
Summit Municipal Court
512 Springfield Avenue
Summit, NJ 07901

The City of Summit 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.