Municipal Court Career Opportunity

MUNICIPALITY: **Bellmawr, Camden County**

VICINAGE: **Camden Vicinage**

POSITION TITLE: **Municipal Court Administrator**

POSTING DATE: **March 2, 2026**

DEADLINE DATE: **March 16, 2026**

SALARY RANGE: **$65,000- $70,000**

POSITION DESCRIPTION AND REQUIREMENTS

The Bellmawr Municipality is seeking a motivated, self-starter, with proven management/supervisory skills and good writing and communication skills to work under the general direction of the Municipal Court Judge. Candidate must have experience in court administration, case flow management, excellent customer service skills and proficiency in ATS/ACS, eMACS, PCSAM, Municipal Case Resolution, eCourts, eCourts Expungement System, Reports on Demand and PageCenter. Experience in other computer applications, video communications and virtual court platforms are a plus.

Responsibilities include, but are not limited to: Supervision of court staff, answering queries from public, employees, clients; providing information and guidance to attorneys, clients and community organizations; assisting clients with technical and procedural guidance; facilitating discussion among state, vicinage, and local management; preparing, reviewing and monitoring daily, weekly and monthly reports; maintaining; reconciling and balancing the court's financial accounts; evaluating reports; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Orders and Guidelines, Administrative Directives, laws, policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

Candidates must either be a Certified Municipal Court Administrator designated by the New Jersey Supreme Court, or in the process of obtaining certification. Appointment to this position will be made in accordance with N.J.S.A. 2B:12-11 and applicable court rules.

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

Please submit cover letter, current résumé and salary requirements by or before March 16, 2026 to:

Francine M. Wright, RMC
Borough Clerk- Human Resource Director.
boroclerk@bellmawr.com

and

Taiwan Lamb-Davis
Municipal Division Manager
Camden Vicinage
Taiwan.lambdavis@njcourts.gov

Kindly reference the Bellmawr Municipal Court MCA position when submitting your resume.

****No telephone calls, please****

The Bellmawr Municipality 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.