

Municipal Court Career Opportunity

MUNICIPALITY: SHARED COURTS OF BELMAR, LAKE COMO AND SPRING LAKE BORO
VICINAGE: MONMOUTH
POSITION TITLE: DEPUTY COURT ADMINISTRATOR
POSTING DATE: 5/7/2026
DEADLINE DATE: 5/18/2026
SALARY RANGE: \$56,000 - \$72,000 BENEFITS INCLUDE HEALTH, DENTAL AND VISION

POSITION DESCRIPTION AND REQUIREMENTS

The Shared Courts of Belmar, Lake Como and Spring Lake Boro is seeking a qualified, detail-oriented individual with excellent customer service and communication skills to work under the direction of the Municipal Court Judge and Municipal Court Administrator.

Responsibilities include, but are not limited to, assisting the Court Administrator with the following: Answering queries from the public, employees, clients, attorneys, etc.; supervising staff; preparing, reviewing and monitoring daily, weekly and monthly reports; evaluating reports; drafting correspondence; reconciling court accounts; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Will be required to be on-call after hours on a rotating schedule. Perform related duties, as required.

Applicants who are not certified by the New Jersey Supreme Court or in the process of obtaining certification, or who are not fully accredited pursuant to R.1:41-3, must be willing to obtain conditional accreditation within six months of hire and become fully accredited within three years of hire date. Applicants must be willing to attend POMCA/training classes when required. Applicants will need a smartphone to download the Microsoft Authenticator app as required.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011. Please email cover letter and resume to:

Court Administrator Patty White at Patty.White@njcourts.gov

Business Administrator Kevin Kane at kkane@belmar.com

Please email a copy to Theresa Romano, Municipal Division Manager
Monmouth Vicinage – Theresa.romano@njcourts.gov

The Shared Courts of Belmar, Lake Como and Spring Lake Boro 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.