

Municipal Court Career Opportunity

MUNICIPALITY: Borough of Carteret Municipal Court
VICINAGE: Middlesex County

POSITION TITLE: Municipal Court Administrator

POSTING DATE: September 17, 2025
DEADLINE DATE: September 30, 2025

SALARY: \$75,000 – \$95,000 (Annually)

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Carteret Municipal Court is seeking to hire a qualified individual for the position of Municipal Court Administrator. The successful candidate will work under the direction of the Municipal Court Judge. Candidate must have excellent organizational, customer service, writing and verbal communication skills, be a motivated self-starter and adhere to a flexible work schedule, that may include evenings, to accommodate the operations of the Court.

Applicants should have experience in all aspects of court administration, including a strong working knowledge of Criminal Justice Reform, ATS/ACS computer systems, e-MACS/PCSAM, Page Center, Reports on Demand, eCDR, eCourts, and reconciling the court's general and bail accounts. Virtual Court experience and experience in case flow management are a plus.

Responsibilities include, but are not limited to accepting payments and bail processing; determinations of Probable Cause; complaint processing, responding to public inquiries, providing information to attorneys, litigants and other government agencies; preparing and reviewing daily, weekly and monthly reports, drafting correspondence, performing data entry, managing municipal court staff, responding promptly to Division inquiries, adjusting operational duties as needed due to facilities management. Must have working knowledge of court financial records and reconciliation of accounts. Perform related duties as required.

Selected candidate must comply with the New Jersey Rules of the Court, Policies and Directives, Supreme Court Directives, laws, and established policies and procedures governing the operation of the Municipal Courts. Selected candidate must also comply with the Judiciary Code of Conduct and maintain the integrity of the Judiciary.

Candidates MUST have Municipal Court Experience to be Considered; a minimum of three (3) years of experience is preferred.

Candidates who are not certified must be willing to obtain full certification within five (5) years of hire, as set forth in Rule 1:41-3 and the Regulations Governing the Municipal Court Administrator Certification Board and Certification Process.

Must comply with requirements set forth under New Jersey Civil Service Commission Title 07795 for Municipal Court Administrator. A full copy of the job requirements may be found under <https://info.csc.state.nj.us/jobspec/07795.htm>.

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

Please submit a cover letter and resume by 11:59PM on September 30, 2025, via email to: email bellinof@carteret.net, with an e-mail copy (subject: "Carteret Court Administrator") to Laura Schweitzer, MDM at: Laura.Schweitzer@njcourts.gov.

The Borough of Carteret 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.