

Municipal Court Career Opportunity

MUNICIPALITY: Central Municipal Court of Atlantic County

VICINAGE: Atlantic/Cape May

POSITION TITLE: Deputy Municipal Court Administrator – Full Time

POSTING DATE: September 25, 2025

DEADLINE DATE: October 10, 2025

SALARY RANGE: \$65,000 - \$75,000 (Annually)

POSITION DESCRIPTION AND REQUIREMENTS

The County of Atlantic is seeking a qualified individual for the position of Deputy Municipal Court Administrator to work under the general direction of the Judge of the Municipal Court and the Municipal Court Administrator in the Central Municipal Court of Atlantic County. Candidate should have excellent customer service skills, attention to detail, organization, be self-motivated and have experience in court administration, case flow management, working knowledge of ATS/ACS systems, MACS, and PageCenter. Responsibilities include, but are not limited to, case processing, including determining probable cause; responding to inquiries from the public, employees, clients, attorneys, etc.; preparing and reviewing daily, weekly and monthly reports; drafting correspondence; data entry; complying with New Jersey Rules of Court, administrative directives, laws and established policies and procedures governing the operation of the Central Municipal Court of Atlantic County.

Under direction of the Municipal Court Administrator, assists in supervising and/or performing quasi-judicial and administrative functions related to the operation of a municipal court; does other related duties as required.

Effective September 13, 2011, all newly appointed deputy municipal court administrators, who are not certified municipal court administrators pursuant to N.J.S.A.2B:12-11, must obtain conditional accreditation within six (6) months of the date of appointment. All newly appointed, non-certified deputy municipal court administrators must obtain full accreditation within three (3) years of the date of appointment.

[Click Here](#) for additional job posting information.

Interested, qualified applicants should apply online at <https://www.atlanticcountynj.gov> Alternatively, applications may be mailed to:

Atlantic County Division of Human Resources, 1333 Atlantic Avenue, Atlantic City, NJ 08401

Atlantic County Government 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.