

Municipal Court Career Opportunity

MUNICIPALITY:	Cranford Township Municipal Court
VICINAGE:	Union
POSITION TITLE:	Court Administrator
POSTING DATE:	April 17 , 2026
DEADLINE DATE:	May 1, 2026
SALARY RANGE:	\$75,000 - \$90,000 Annually (Commensurate with qualifications)
SCHEDULE:	Monday through Friday, 8:00am to 4:00pm Wednesday evening court sessions: 5:00pm until adjourned*

POSITION DESCRIPTION AND REQUIREMENTS

Cranford Township is seeking a qualified, self-motivated, and detail-oriented individual for the full-time position of Municipal Court Administrator in the Cranford Municipal Court.

Candidate must have experience in court administration, case flow management, possess strong written and verbal communication skills, demonstrate professionalism, and a high level of customer service. The ability to work independently as well as collaboratively under the direction of the Municipal Court Judge is essential.

Key Responsibilities Include (but are not limited to):

Supervision of court staff and oversight of all court functions/Maintaining the courts two financial accounts/Processing complaints and performing on-call duties/Responding to inquiries from the public, attorneys, employees, and other stakeholders/Preparing, reviewing, and monitoring daily, weekly, and monthly court reports/Accepting bail and pleas of guilty with payment/Drafting correspondence and legal documents/Preparation of annual court budget/Purchasing required supplies/Submitting bi-weekly payroll for the court staff/Facilitating discussion between vicinage, state, and local authorities/Ensuring compliance with the New Jersey Rules of Court, Supreme Court Directives, statutes, and other applicable regulations and procedures governing municipal courts

Required Qualifications:

- Experience in municipal court administration as detailed in above responsibilities
- Proficiency in court systems including ATS/ACS, PCSAM, eMACS, Promis Gavel, CCIS, Page Center/Web Reporting, Online Dispute Resolution (ODR) and the Municipal eFiling system
- Familiarity with Liberty/DCR court recorder, and virtual platforms such as ZOOM and Microsoft Teams
- Knowledge of case flow management and other relevant computer applications

Accreditation Requirements:

- Candidates **must** be a Certified Municipal Court Administrator designated by the New Jersey Supreme Court.

Benefits include paid time off, health insurance, dental and participation in the state pension plan

Please send cover letter and resume via email to:

Lorraine Powell, CMCA l-powell@cranfordnj.org
with a copy to: Delsy Gulino, MDM unnmunihelp.mbx@njcourts.gov

*The Wednesday evening court sessions are paid in addition to the weekly salary

Cranford Township is an Equal Opportunity Employer **NOTE: The above local posting was submitted to the Vicinage by the local municipality and is not a State job posting.