

Municipal Court Career Opportunity

MUNICIPALITY:	Cranford Township Municipal Court
VICINAGE:	Union
POSITION TITLE:	Deputy Court Administrator
POSTING DATE:	December 3, 2025
DEADLINE DATE:	December 19, 2025 – (Start date February 2, 2026)
SALARY RANGE:	\$55,000 - \$60,000 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 Deputy Municipal Court Administrator in the Cranford Municipal Court, **with the potential for advancement.**

The ideal candidate will 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 Certified Municipal Court Administrator and the Municipal Court Judge is essential.

Key Responsibilities Include (but are not limited to):

- 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.
- Ensuring compliance with the New Jersey Rules of Court, Supreme Court Directives, statutes, and other applicable regulations and procedures governing municipal courts

Preferred Qualifications:

- Experience in municipal court administration
- 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:

- Fully accredited preferred, but applicants who are not yet accredited must obtain conditional accreditation within six (6) months of hire and full accreditation within (3) years, in accordance with New Jersey Court Rule 1:41-3
- Applicants currently conditionally accredited must complete all training requirements and become fully accredited within three (3) years of appointment, as required by N.J.S.A. 2B:12-11

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.**