

MUNICIPAL COURT CAREER OPPORTUNITY

Municipality: Township of Denville
Vicinage: Morris/Sussex
Position Title: Deputy Court Administrator – Full Time
Posting Date: December 23 ,2025
Deadline Date: January 13 ,2026
Salary Range: \$52,500.00 - \$57,500.00

POSITION DESCRIPTION AND REQUIREMENTS

The Denville/Mountain Lakes Shared Court seeks a highly qualified individual for the full-time position of Deputy Court Administrator. Excellent customer service skills, attention to detail, organization and self-motivation are a must. Successful candidate will work under the general direction of the Municipal Court Judge and the Municipal Court Administrator. Applicants should have experience in all aspects of Court Administration, including a strong working knowledge of the ATS/ACS computer system, EDS, eMACS, PCSAM, Municipal Case Resolution, eCourts, Reports on Demand, and Page Center. Experience in case flow management, other computer applications, video communications and virtual court platforms are a plus.

Responsibilities include, but are not limited to: answering queries from the public, defendants, attorneys, employees, etc.; assist defendants with technical and procedural guidance; case processing, including determining probable cause; preparing, reviewing, monitoring and evaluating daily, weekly, and monthly reports; drafting correspondence; performing data entry; complying with the New Jersey Rules of Court, Supreme Court directives, laws and established policies and procedures governing the operation of the Municipal Courts. Performing related duties are required.

Court sessions are conducted virtually, candidates with experience operating video conferencing platforms such as Zoom and/or Microsoft Teams is strongly preferred.

Applicants who have been awarded certification pursuant to NJSA 2B:12-11 are preferred. If an applicant is not certified, he or she must obtain conditional accreditation within six (6) months of the hire date and become fully accredited within three (3) years of the hire date as set forth in NJ Court Rule 1:41-3.

Court Office Hours are Monday – Friday 8:00 AM – 4:00 PM
Candidate must be available for court sessions.
Court is held on Thursdays at 9:00 AM.

Please submit cover letter, resume and salary requirements to:

Steven Ward, Business Administrator
Email: sward@denvillenj.org

Rebecca Muller, Municipal Division Manager
Email: Rebecca.Muller@njcourts.gov

The Township of Denville 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.