

# Municipal Court Career Opportunity

**MUNICIPALITY:** EDISON  
**VICINAGE:** Middlesex County

**POSITION TITLE:** Assistant Court Administrator

**POSTING DATE:** August 5, 2025  
**DEADLINE DATE:** August 22, 2025

**SALARY:** \$55,190 - Commensurate with Union Contract  
Including a full benefits package with an opportunity for over-time working evening court sessions.

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Edison Municipal Court is seeking to hire a qualified individual for the position of Municipal Assistant Court Administrator. The successful candidate will work under the direction of the Municipal Court Judge and Municipal Court Administrator. This person would be responsible for all job duties in the absence of the court administrator as well as assisting the court administrator with daily tasks. Candidate must have excellent customer service, writing and communication skills, be motivated and be a self-starter. Must be available to work 2 evening court sessions per month.

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

Responsibilities include, but are not limited to accepting payments/bail processing; determination of Probable Cause; complaint processing, responding to public inquiries, providing information to attorneys, defendants and other government agencies; preparing and reviewing daily, weekly and monthly reports, drafting correspondence, performing data entry, managing municipal staff, responding promptly to Division inquiries, providing excellent customer service and maintaining the integrity of the Judiciary; knowledge of court financial records.

Selected candidate must comply with the New Jersey Rules of the Court, Policies and Directives, Supreme Court Directives, and 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.\*\*** Candidates who are not accredited must be willing to obtain full accreditation within three years of hire as set forth in the Rule 1:41-3.

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

**Please submit resume by August 22<sup>nd</sup>, 2025, using the link below:**

<https://www.primepoint.net/Recruitment/#/EDISON/index.html?job=1009401>

**With a copy via email to: Alana Szober, Assistant Municipal Division Manager at [alana.szober@njcourts.gov](mailto:alana.szober@njcourts.gov).**

The Township of Edison 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.