

# Municipal Court Career Opportunity

**MUNICIPALITY:** BOROUGH OF FANWOOD

**VICINAGE:** UNION

**POSITION TITLE:** DEPUTY COURT ADMINISTRATOR (Part-time)

**POSTING DATE:** JULY 24<sup>TH</sup>, 2025

**DEADLINE DATE:** AUGUST 29<sup>TH</sup>, 2025

**SALARY RANGE:** \$15 - \$35 per hour based on applicant's qualifications, education and experience.

---

## **POSITION DESCRIPTION AND REQUIREMENTS**

The Fanwood Municipal Court is seeking a qualified, self-motivated, and detail-oriented individual for the part-time position of Deputy Court Administrator. Candidates should possess excellent writing and verbal communication skills and the ability to provide a high level of customer service. Applicants must be able to work well independently and under the direction of the Municipal Court Administrator and Municipal Court Judge. Applicants should have experience in all aspects of court administration, including a strong working knowledge of the computer system, MACS, Page Center, PCSAM, and the Virtual Platform of Zoom. Experience in case flow management and other computer skills are a plus.

Responsibilities include but are not limited to processing complaints; answering inquiries from the public, employees, clients, attorney's, etc.; preparing, reviewing, evaluating, and monitoring daily, weekly, and monthly reports; accepting bail and pleas of guilty with payments; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the New Jersey Municipal Courts.

Unaccredited applicants shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within three years of the hire date as set forth in the New Jersey Court Rules. Applicants who are presently conditionally accredited, must meet all training requirements to become fully accredited within three years from the date of appointment pursuant to NJSA 2B:12-11 and NJ Court Rule 1:41-3.

Court Office Hours are Monday through Friday 8:00AM-4:00PM. Court Sessions are twice a month on Thursdays. Candidate must be available for court sessions that may extend into the early evening.

**Please submit a cover letter, resume, and references to:**

Catherine Frank, C.M.C.A.  
[Catherine.frank@njcourts.gov](mailto:Catherine.frank@njcourts.gov) with a copy to

Union Vicinage Municipal Division Manager, Delsy Gulino  
Union County Municipal Division  
[Unnmunihelp.mbx@njcourts.gov](mailto:Unnmunihelp.mbx@njcourts.gov)

The Borough of Fanwood 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\*\*