

Municipal Court Career Opportunity

MUNICIPALITY: Borough of Far Hills/Somerset County

VICINAGE: Somerset/Hunterdon/Warren Vicinage

POSITION TITLE: Municipal Court Administrator
Part Time

POSTING DATE: January 15, 2026

DEADLINE DATE: January 29, 2026

SALARY RANGE: \$30.00 - \$40.00 per hour
25 – 30 hours per week

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Far Hills is seeking a motivated, self-starter, with proven management/supervisory skills and good writing and communication skills to work under the general direction of the Municipal Court Judge. Candidate must have experience in court administration, case flow management, excellent customer service skills and proficiency in ATS/ACS, eMACS, PCSAM, Municipal Case Resolution, eCourts, eCourts Expungement System, Reports on Demand and PageCenter. Experience in other computer applications, video communications and virtual court platforms are a plus.

Responsibilities include, but are not limited to: Supervision of court staff, answering queries from public, employees, clients; providing information and guidance to attorneys, clients and community organizations; assisting clients with technical and procedural guidance; facilitating discussion among state, vicinage, and local management; preparing, reviewing and monitoring daily, weekly and monthly reports; maintaining; reconciling and balancing the court's financial accounts; evaluating reports; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Orders and Guidelines, Administrative Directives, laws, policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

Candidates must either be a Certified Municipal Court Administrator designated by the New Jersey Supreme Court, or in the process of obtaining certification. Appointment to this position will be made in accordance with N.J.S.A. 2B:12-11 and applicable court rules.

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

Please submit cover letter, current résumé and salary requirements by or before January 29, 2026 to:

Dorothy S. Hicks, RMC
Administrator/Clerk
Borough of Far Hills
DHICKS@FARHILLSNJ.ORG

and
Ellen Marinaccio, CMCA
Municipal Division Manager
Somerset/Hunterdon/Warren Vicinage
ELLEN.MARINACCIO@NJCOURTS.GOV

Kindly reference the "Borough of Far Hills - MCA position" in your email.

No telephone calls, please*

The Borough of Far Hills 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.