

Municipal Court Career Opportunity

MUNICIPALITY: Hackensack Municipal Court

VICINAGE: Bergen Vicinage

POSITION TITLE: Deputy Municipal Court Administrator

POSTING DATE: January 6, 2026

DEADLINE DATE: January 23, 2026

SALARY RANGE: \$50,000 to \$75,000

POSITION DESCRIPTION AND REQUIREMENTS

The Hackensack Municipal Court is seeking a motivated self-starter with strong writing and communication skills to work under the general direction of the Judge of the Municipal Court. The ideal candidate will have experience in court administration, case flow management, a working knowledge of PCSAM, e-MACS, Web Reporter, and Enterprise Portal systems, as well as excellent customer service skills. Knowledge of ZOOM and Microsoft Teams is helpful but not required. Other duties may be assigned as needed.

Responsibilities include but are not limited to: answering inquiries from the public, employees, and defendants; providing information and guidance to attorneys, defendants, and community organizations; assisting defendants with technical and procedural guidance; and facilitating discussion among state, vicinage, and local management. Candidates should have experience monitoring daily, weekly, and monthly reports; assisting in maintaining the court's two financial accounts; and drafting correspondence in compliance with the New Jersey Rules of Court, Supreme Court Directives, laws, and established policies and procedures governing the operation of Municipal Courts.

Unaccredited applicants must obtain conditional accreditation within six 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. Performs related duties as required.

Please submit cover letter and current resume to: **NO PHONE CALLS, PLEASE**

Cassandra Seshadri, Personnel Director
City of Hackensack
65 Central Avenue
Hackensack, NJ 07601
Fax: 201-646-1623
Email: apply@hackensack.org

Copy to the Attention of Brendis Montijo-Wrigley, Municipal Division Manager
E-mail: BERMunicipal.mailbox@njcourts.gov

The City of Hackensack 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.