

Municipal Court Career Opportunity

MUNICIPALITY: Hammonton Joint Court

VICINAGE: Atlantic/Cape May

POSITION TITLE: Deputy Municipal Court Administrator

POSTING DATE: 07/15/2025

DEADLINE DATE: 07/25/2025

SALARY RANGE: \$50,400.00

POSITION DESCRIPTION AND REQUIREMENTS

The municipal court is seeking to hire a Deputy Municipal Court Administrator who will assist the Municipal Court Administrator in supervising and/or performing quasi-judicial and administrative functions related to the operation of the municipal court. The Deputy will assign duties to court personnel and will help in the supervision and evaluation of their performance. The Deputy will help provide instructions to court staff on activities related to the implementation of court rules, state statutes, local ordinances, and local court policies. Will participate in case processing, including the determination of whether a summons or warrant should be issued, interacting with defendants, witnesses, attorneys, docketing, recording payments/fines, scheduling trial calendars, operating recording machine during court proceedings. Accepts complaints and takes oaths. Attests to court writs, processes, commitments, search warrants, bench warrants, and subpoenas. May receive and disburse bail, fines, costs and other court revenues.

Please submit your resume and cover letter at www.townofhammonton.org, "Departments and Services, Municipal Clerk/Registrar, Employment Application" or in person at:

Town Hall
100 Central Avenue
Hammonton, NJ 08037

The Town of Hammonton is an Equal Opportunity Employer/Affirmative Action Employer.

****NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is not a State job posting.