

Municipal Court Career Opportunity

MUNICIPALITY: Township of Hanover
VICINAGE: Morris / Sussex
POSITION TITLE: Deputy Court Administrator (Full-time)
POSTING DATE: October 17, 2025
CLOSING DATE: October 31, 2025
SALARY RANGE: \$36,940.00 – \$84,552.00

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Hanover is seeking to hire a qualified individual for the position of Full-Time Deputy Court Administrator for the shared Municipal Court of Hanover and East Hanover. The qualified candidate should have experience in all aspects of court administration, including a strong working knowledge of the PCSam/Page Center/eMACS computer system. Excellent customer service skills, attention to detail, organization, and self-motivation are necessary. **Office hours are Monday – Thursday, 8:00 AM – 4:30 PM ; Friday, 8:00 AM to 1:00 PM.**

Candidate must be available to work into the early evening. Responsibilities include docketing tickets/complaints, accepting fine payments and bail, scheduling cases, issuing warrants, preparing certified dispositions, filing, data entry, and other related duties. Court Sessions are conducted virtually, candidates with experience operating video conferencing platforms such as Zoom and/or Microsoft Teams strongly preferred.

Candidates must be accredited as set forth in rule 1:41-3. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Benefits available include holidays, vacations, paid leave, family leave for eligible employees, comprehensive health and dental insurance, temporary disability insurance, tuition aid, membership in the (appropriate State pension system), and overtime pay.

Please submit cover letter and resume to:

Mary Sue D'Amore, Manager,
Human Resources
Township of Hanover
1000 Route 10
P.O. Box 250
Whippany, NJ 07981
[e-mail: MSDamore@Hanovertownship.com](mailto:MSDamore@Hanovertownship.com)

Lauren Dalgauer, CMCA, Court
Administrator
[e-mail: lauren.dalgauer@njcourts.gov](mailto:lauren.dalgauer@njcourts.gov)

Rebecca Muller, Municipal Division
Manager
[e-mail: rebecca.muller@njcourts.gov](mailto:rebecca.muller@njcourts.gov)

****No Phone Calls Please****

Hanover Township 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.