

MUNICIPAL COURT CAREER OPPORTUNITY

MUNICIPALITY: MUNICIPAL COURT OF HIGHLAND PARK

VICINAGE: MIDDLESEX COUNTY

POSITION TITLE: DEPUTY COURT ADMINISTRATOR

POSTING DATE: 9/18/2025

DEADLINE DATE: 10/03/2025

SALARY: IN ACCORDANCE WITH COLLECTIVE BARGAINING AGREEMENT (range \$46,276 – \$58,293)

The Borough of Highland Park is seeking a qualified, self-motivated and detail orientated individual for the position of Full-Time Deputy Municipal Court Administrator. An experienced candidate must possess excellent written and verbal communication skills, including the ability to operate with a high standard of customer service. Applicants must be able to work independently and under the direction of the Municipal Court Administrator. Candidates must also have knowledge and understanding of Criminal Justice Reform.

Candidate must have thorough working knowledge of: ATS/ACS, all MACS portal applications, PCSAM, Page Center, E-COURTS, E-CDR, CCIS, DMV, JATS, Reports on Demand, as well as Microsoft Suite and Zoom.

Responsibilities include but are not limited to data entry and processing all Uniform Traffic Tickets both electronic and manual, Special Forms of Complaint both electronic and manual, and Criminal Complaints from issuance through adjudication; accepting citizen's complaints and reviewing for probable cause, Daily/Weekly/Monthly Reports; respond to inquiries via phone, fax, USPS mail, e-mail and in person from the public, litigants, attorneys, Prosecutor and Public Defender; respond to all requests for public record in accordance with Rule 1:38; prepare the weekly court calendar; coordination/scheduling video cases with the jails and prisons; drafting correspondence; cash handling experience; accepting payments including accepting bail, and knowledge of all bail procedures; compliance with NJ Rules of the Court, Supreme Court Directives, laws, established policies and procedures governing the operations of the New Jersey Municipal Courts and Judiciary Code of Conduct. Perform all/any-related duties as required.

Experience with Zoom and virtual hearings preferred. Candidate must have at least two (2) years of recent Municipal Court experience. College degree preferred but not required. Applicants who are not fully accredited must obtain conditional accreditation within six (6) months of the hire date and become fully accredited within three years of the hire date set forth in the New Jersey Court Rule 1:41-3.

Applications can be found on the Borough of Highland Park's website or INDEED. Please email application and resume to: Jacklyn Vasquez, Payroll & Benefits Coordinator - jvasquez@hpboro.com and to Alana Szober, Assistant Municipal Division Manager alana.szober@njcourts.gov

The Borough of Highland Park is an Equal Opportunity Employer