

Municipal Court Career Opportunity

MUNICIPALITY: HOPEWELL TWP MUNICIPAL COURT

VICINAGE: MERCER

POSITION TITLE: DEPUTY MUNICIPAL COURT ADMINISTRATOR (Full-time)

POSTING DATE: December 3, 2025

DEADLINE DATE: December 31, 2025

SALARY RANGE: \$50,000 - \$90,000

POSITION DESCRIPTION AND REQUIREMENTS

DEPUTY MUNICIPAL COURT ADMINISTRATOR: Hopewell Twp (Mercer) - Township of Hopewell is seeking a motivated, self-starter, with good writing and communication skills to work under the general direction of the Municipal Court Administrator and Municipal Court Judge.

Interested candidates should possess excellent written and communication skills. Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system, PCSam, eMACS, Promis Gavel, CCIS, Page Center/Web Reporting, Online Dispute Resolution (ODR) system, municipal eFiling system, and the Zoom and Microsoft Teams virtual platforms.

Responsibilities include, but are not limited to, provide information to court users; assist defendants with technical and procedural information, be available for On-Call rotations. Perform related duties as required.

Accreditation by the State of New Jersey is preferred. Bi-Lingual is a plus.

Applicants must be accredited as set forth in Rule 1:41-3 if not already certified pursuant to N.J.S.A. 2B:12-11, et al. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please send cover letter and resume via email [to: HumanResources@hopewelltwp.org](mailto:HumanResources@hopewelltwp.org) . with a copy to Mer.Municipal.Division@njcourts.gov. Hopewell 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.