

Municipal Court Career Opportunity

MUNICIPALITY: IRVINGTON
VICINAGE: ESSEX
POSITION TITLE: DEPUTY COURT ADMINISTRATOR
POSTING DATE: 12/1/2025
DEADLINE DATE: OPEN UNTIL FILLED
SALARY RANGE: \$50,000 - \$55,000

POSITION DESCRIPTION AND REQUIREMENTS

The Irvington Municipal Court is seeking a Deputy Court Administrator (DCA). Under the direction of the Chief Municipal Court Judge, Municipal Court Director, and Municipal Court Administrator, the DCA performs quasi-judicial, administrative, supervisory, and clerical functions related to municipal court operations. The DCA performs other related duties as required.

Under the direction of the Municipal Court Administrator, assists in supervising and/or performing quasi-judicial and administrative functions related to the operation of a municipal court; does other related duties as required. Assigns responsibilities to court personnel and supervises/evaluates their performance. Provides instructions to office staff on activities related to the implementation of court rules, state statutes, local ordinances, and local court policies. May prepare court calendar. May arrange court sessions, ensuring court facilities are available and appropriate staff have been assigned. May work on special projects. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units. Must attain provisional POMCA certification within 6 months and full accreditation within 3 years of hire date, as required by N.J.S.A. 2B:12-11.

Education: Graduation from a High school

Experience: Two (2) years of experience in work related to the administrative operation of a court, law enforcement agency, law office, or government agency, including the preparation and/or processing of legal documents.

Interested candidates should apply for this position by submitting a resume with a cover letter to the Township of Irvington on the website at irvingtonnj.gov.

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