

Municipal Court Career Opportunity

MUNICIPALITY: ISLAND HEIGHTS
VICINAGE: OCEAN COUNTY
POSITION TITLE: MUNICIPAL COURT ADMINISTRATOR (Part Time)
POSTING DATE: October 15, 2025
DEADLINE DATE: October 29, 2025
SALARY RANGE: \$10,000.00 Annually

POSITION DESCRIPTION AND REQUIREMENTS

The Island Heights Municipal Court is seeking to hire a Municipal Court Administrator with an understanding of supervisory management, case flow management, working knowledge of ATS/ACS systems, MACS, and Page Center a plus. Candidate must have excellent customer service, writing, and communication skills; be motivated and a self-starter for this court to work under the general direction of the Municipal Court Judge. Certification by the State of New Jersey is preferred and will be required in accordance with NJ Court Rule 1:41-3. Candidates must comply with the Code of Conduct of Judiciary Employees.

Requirements: Minimum of 3 years municipal court experience including one year of supervisory experience.

Responsibilities include but are not limited to,

- oversight of all court functions, including court sessions and calendaring
- preparation of annual court budget
- responding to inquiries from public and litigants
- providing information and guidance to attorneys, defendants and community organizations
- assisting defendants with technical and procedural issues
- facilitating discussion between vicinage, state, and local authorities
- reviewing and monitoring daily, weekly and monthly management reports
- responsible for maintaining the court's two financial accounts
- ensuring compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required
- drafting correspondence

Please submit cover letter and resume via email, fax or regular mail to:

Borough of Island Heights

Office of the Borough Clerk

PO Box 797

Island Heights, NJ 08732

Fax: 732-270-8586

Email: boroughclerk@islandheightsborough.gov

NO PHONE CALLS, PLEASE

ISLAND HEIGHTS 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.