

Municipal Court Career Opportunity

MUNICIPALITY: Kenilworth Municipal Court
VICINAGE: Union
POSITION TITLE: Court Administrator
POSTING DATE: April 22, 2026
DEADLINE DATE: May 6, 2026
SALARY RANGE: \$55,000- \$75,000 (Commensurate with qualifications)

POSITION DESCRIPTION AND REQUIREMENTS

The Kenilworth Municipal Court is seeking a qualified, self-motivated, detailed-oriented individual for the position of Municipal Court Administrator. Under the general direction of the Municipal Court Judge, candidate should have experience in court administration, case flow management, possess strong written and verbal communication skills, have excellent customer service skills, a working knowledge of ATS/ACS/PCSAM, eMACS, and Enterprise Portal systems.

Responsibilities include, but are not limited to:

Supervision of court staff and oversight of all court functions, answering queries and providing information to the public, employees, defendants; provides information and guidance to attorneys, defendants and community organizations; assist defendants with technical and procedural guidance, facilitate discussion among state, vicinage and local management, prepares, reviews and monitors daily, weekly and monthly reports, responsible for maintaining the courts financial accounts, and evaluation reports, draft correspondence, comply with New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Experience in operating video conferencing platforms such as ZOOM and/or Microsoft TEAMS, is preferred.

Candidates must be certified pursuant to N.J.S.A. 2B:12-11 or become certified pursuant to the statute.

Borough of Kenilworth offers comprehensive benefits package to full-time employees, including health, dental, paid time off (vacation, sick and personal days), and participation in state pension plan.

Please send cover letter and resume via email to:
Eileen Keating, CMCA courtadministrator@kenilworthnj.org
With copy to: Delsy Gulino, MDM unnmunihelp.mbx@njcourts.gov

No Phone Calls, Please

The Borough of Kenilworth 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.