

# Municipal Court Career Opportunity

**MUNICIPALITY:** LUMBERTON TOWNSHIP MUNICIPAL COURT  
**VICINAGE:** BURLINGTON  
**POSITION TITLE:** DEPUTY COURT ADMINISTRATOR  
**POSTING DATE:** OCTOBER 3, 2022  
**DEADLINE DATE:** OPEN UNTIL POSITION FILLED  
**SALARY RANGE:** \$36,347.00 ANNUALLY

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## POSITION DESCRIPTION AND REQUIREMENTS

Lumberton Township Municipal Court is seeking a qualified, self-motivated, and detail-oriented individual for the full-time position of deputy municipal court administrator. Position salary is set by union contract and is currently at \$36,347.00 with annual increases, health and other benefits. Candidate must possess a high school diploma.

Interested candidates should possess excellent writing and verbal communication skills, and the ability to provide a high level of customer service. Candidate must be able to work well independently and under the direction of the Municipal Court Administrator and Municipal Court Judge. Knowledge of ATS/ACS, MACS, Page Center, ECDR, and PCSAM is preferred. Experience in video communications of virtual court platforms such as Zoom, and Microsoft Teams is a plus. Responsibilities include, but are not limited to, processing complaints, determining probable cause, supervising staff, answering phones, responding to inquiries, processing bail, processing expungements, preparing, reviewing, and monitoring reports, case management, financial accounts, etc. Candidate should also have knowledge and understanding of Criminal Justice Reform.

Accredited candidates are preferred but not mandatory. Pursuant to N.J.S.A. 2B:12-11, et al, all newly appointed deputy municipal court administrators who are not fully accredited or certified must obtain conditional accreditation within six months of the date of appointment, and full accreditation within three years of the date of appointment. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please send resume via email to:  
Bobbie Quinn, Township Administrator  
Lumberton Township  
Bquinn@Lumbertontwp.com  
NO PHONE CALLS PLEASE

Lumberton Township is an and 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.**