

MUNICIPAL COURT CAREER OPPORTUNITY

Municipality: Mansfield/Springfield/Southampton Shared Municipal Court
Vicinage: Burlington
Position Title: Deputy Court Administrator
Posting Date: 06/13/2025
Deadline Date: 07/07/2025
Salary Range: \$55,000 to \$60,000 annually

Position Description and Requirements

Mansfield Township is seeking a qualified, self-motivated, and detail-oriented individual to serve as a full-time Deputy Municipal Court Administrator in the Mansfield/Springfield/Southampton Shared Municipal Court. The ideal candidate will demonstrate strong written and verbal communication skills, a commitment to excellent customer service, and the ability to work independently under the supervision of the Municipal Court Judge and Certified Municipal Court Administrator.

Preferred Qualifications:

Candidates with experience in municipal court operations are strongly preferred. Working knowledge of systems such as PCSAM, eMACS, Promis Gavel, CCIS, Page Center/Web Reporting, Online Dispute Resolution (ODR), the municipal eFiling system, and virtual platforms including Zoom and Microsoft Teams is highly desirable. Familiarity with case flow management and other computer applications is a plus.

Responsibilities include, but are not limited to:

- Processing complaints and managing case flow
- Performing on-call duties as assigned
- Responding to inquiries from the public, court personnel, attorneys, and other stakeholders
- Preparing and reviewing daily, weekly, and monthly reports
- Accepting bail and guilty pleas with payments
- Drafting correspondence
- Ensuring compliance with New Jersey Rules of Court, Supreme Court Directives, statutes, and established municipal court policies and procedures

Accreditation Requirements:

In accordance with New Jersey Court Rule 1:41-3 and N.J.S.A. 2B:12-11:

- Applicants without accreditation must obtain conditional accreditation within six (6) months of appointment and achieve full accreditation within three (3) years.
- Applicants who are already conditionally accredited must complete all training requirements to attain full accreditation within the designated time frame.

Additional Requirements:

The selected candidate must comply with the Code of Conduct for Judiciary Employees and perform any other related duties as assigned by the Municipal Court Administrator.

Interested candidates should submit resume with salary requirements to: Michael Fitzpatrick, Mansfield Township Administrator and Superintendent at administrator@mansfieldtwp.com with a copy to: the Burlington Vicinage Municipal Division at BurMunicipal@njcourts.gov

Mansfield Township is an Equal Opportunity Employer

Note: The above local job posting was submitted by Mansfield Township and is not a State job posting.