

# Municipal Court Career Opportunity

**MUNICIPALITY:** Mansfield Township (Warren County)

**VICINAGE:** Somerset/Hunterdon/Warren Vicinage

**POSITION TITLE:** Municipal Court Administrator  
Full Time

**POSTING DATE:** January 19, 2023

**DEADLINE DATE:** February 10, 2023

**SALARY RANGE:** \$43,489.00 to 85,600.00 Annual Salary  
Commensurate with Experience

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## POSITION DESCRIPTION AND REQUIREMENTS

The Township of Mansfield is seeking a motivated, self-starter, with proven management/supervisory skills and good writing and communication skills to work under the general direction of the Municipal Court Judge in the shared courts of Mansfield Township, Washington Township, Oxford Township and Washington Borough. Candidate must have experience in court administration, case flow management, excellent customer service skills and proficiency in ATS/ACS, eMACS, PCSAM, Municipal Case Resolution, eCourts, eCourts Expungement System, Reports on Demand and PageCenter. Experience in other computer applications, video communications and virtual court platforms are a plus.

Responsibilities include, but are not limited to: Supervision of court staff, answering queries from public, employees, clients; providing information and guidance to attorneys, clients and community organizations; assisting clients with technical and procedural guidance; facilitating discussion among state, vicinage, and local management; preparing, reviewing and monitoring daily, weekly and monthly reports; maintaining; reconciling and balancing the court's financial accounts; evaluating reports; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Directives, laws, policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

Candidates must either be a Certified Municipal Court Administrator designated by the New Jersey Supreme Court, or in the process of obtaining certification. Appointment to this position will be made in accordance with N.J.S.A. 2B:12-11 and applicable court rules.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please submit cover letter, current résumé and salary requirements by or before February 10, 2023 to:

Jo-Ann Ricks  
Mansfield Township Clerk  
[clerk@mansfieldtownship-nj.gov](mailto:clerk@mansfieldtownship-nj.gov)

**and**

Marlene Sullivan, Municipal Division Manager  
Somerset/Hunterdon/Warren Vicinage  
[marlene.sullivan@njcourts.gov](mailto:marlene.sullivan@njcourts.gov)

Kindly reference the municipality/court when submitting your resume

**\*\*No telephone calls, please\*\***

The Township of Mansfield 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.