

Municipal Court Career Opportunity

MUNICIPALITY: Mantua Joint Municipal Court (Gloucester County)
VICINAGE: Vicinage XV Cumberland/Gloucester/Salem
POSITION TITLE: Deputy Municipal Court Administrator – Full Time
POSTING DATE: June 2, 2025
DEADLINE DATE: June 23, 2025
SALARY: \$ 50,774.88 (Full Range of Benefits)

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Mantua, located in Gloucester County, is seeking a qualified individual to serve as a Full-Time Deputy Court Administrator for their regional municipal court, which includes the Township of Mantua, Harrison, West Deptford, and the Boroughs of Pitman, Wenonah, National Park, and Woodbury Heights.

The selected candidate should have strong written and verbal communication skills, a commitment to provide excellent customer service, and the ability to work independently, as well as a team, under the guidance of the Judge and the Municipal Court Administrator. The applicant must be an accredited Deputy Court Administrator, certified or in the process of being certified. Applicants who are fully accredited are preferred but not mandatory. Pursuant to New Jersey Court Rule 1:41-3, all newly appointed Deputy Court Administrators, who are not Certified Municipal Court Administrators, must obtain conditional accreditation within six months of the date of appointment and full accreditation within three years of the date of appointment.

Responsibilities include, but are not limited to, all aspects of case processing, data entry, accepting payments, scheduling, accepting citizen complaints, review and monitor daily, weekly and monthly reports, familiarity with systems such as ATS/ACS, PCSAM, eMACS, Promis Gavel, CCIS, Page Center/Web Reporting, the Online Dispute Resolution (ODR) platform, and the municipal e-Filing system. Experience utilizing virtual platforms, such as Zoom and Microsoft Teams and compliance with the New Jersey Rules of Court, Supreme Court directives, laws and established policies and procedures governing the operation of the Municipal Courts and perform related duties as required.

Interested applicants should submit a resume and cover letter by June 23, 2025, to:

Ms. Sarah Powell, Court Administrator
Mantua Regional Municipal Court
397 Main Street
Mantua, NJ 08051
Or by email to sarah.powell1@njcourts.gov

The Township of Mantua 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.