

Municipal Court Career Opportunity

MUNICIPALITY: Township of Maplewood
Maplewood & South Orange Shared Municipal Courts

VICINAGE: Essex County

POSITION TITLE: Deputy Court Administrator

POSTING DATE: January 2, 2026

DEADLINE DATE: January 20, 2026

SALARY RANGE: \$64,001 - \$68,000

POSITION DESCRIPTION AND REQUIREMENTS

Overview:

Deputy Court Administrator position for the Shared Municipal Courts of Maplewood and South Orange. Under the direction of the Municipal Court Administrator, assist in the supervision and/or performing quasi judicial and administrative functions related to the operations of a municipal court; working knowledge of ATS/ACS systems, MACS, Page Center, Case Management, maintain financial accounts, knowledge of daily, weekly, and monthly reports, ZOOM (Virtual Courts) understanding of Supreme Court Directives and NJ Court Rules governing the operation of Municipal Courts, performs other related duties as required. As an active (by volume) Shared Court, serving a diverse community in Essex County, applicants will be need to multitask and provide dynamic customer service to support the Courts mission of resolving disputes in timely fashion.

Experience:

Applicants shall possess, One (1) year of experience in work related to the administrative operation of a court.

Applicants who are not certified by the New Jersey Supreme Court or in the process of obtaining certification or who are not fully accredited pursuant to R.1:41-3, will be required to obtain conditional accreditation within six months of and fully accredited within three years of date of hire. P.O.M.C.A training and bi-lingual applicants a plus but not required.

Hours:

Court office hours are Monday through Friday 9:00 am - 4:00 pm and 2-night court sessions per week. Additional court sessions may be required. Coverage for call-outs may be required.

Salary:

Salary Range: \$64,001 to \$68,000 per annum plus benefits

Commensurate with experience

Please send cover letter and resume (RE: DCA Position), no later than January 20, 2026 to:

Attn: Ryan X. Bancroft, CMCA
rbancroft@Maplewoodnj.gov

NOTE: The above local job posting was submitted to the vicinage by the local municipality and is not a State job posting.

The Township of Maplewood is an Equal Opportunity Employer

Maplewood reserves the right to review applications/resumes and conduct interviews as they are received.