

# Municipal Court Career Opportunity

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<b>MUNICIPALITY:</b>	<b>Medford Township Municipal Court</b>
<b>VICINAGE:</b>	<b>Burlington</b>
<b>POSITION TITLE:</b>	<b>Deputy Court Administrator Part-Time-includes paid sick, vacation, personal time and holidays per Twp. employee manual</b>
<b>POSTING DATE:</b>	<b>July 9, 2025</b>
<b>DEADLINE DATE:</b>	<b>August 8, 2025-<u>Twp. has the right to fill prior to deadline date</u></b>
<b>SALARY RANGE:</b>	<b>\$24.00 per hour</b>
<b>SCHEDULE:</b>	<b>24 hrs. per week (plus additional 5 hours every two weeks when on call)</b>

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## **POSITION DESCRIPTION AND REQUIREMENTS**

Medford Township is seeking a qualified, self-motivated, and detail-oriented individual for the part-time position of Deputy Municipal Court Administrator in the Medford Municipal Court.

The ideal candidate will possess strong written and verbal communication skills, demonstrate professionalism, and provide a high level of customer service. The ability to work independently as well as collaboratively under the direction of the Certified Municipal Court Administrator and the Municipal Court Judge is essential.

### **Key Responsibilities Include (but are not limited to):**

- Processing complaints and performing on-call duties
- Responding to inquiries from the public, attorneys, employees, and other stakeholders
- Preparing, reviewing, and monitoring daily, weekly, and monthly court reports
- Accepting bail and pleas of guilty with payment
- Drafting correspondence and legal documents
- Ensuring compliance with the New Jersey Rules of Court, Supreme Court Directives, statutes, and other applicable regulations and procedures governing municipal courts

### **Preferred Qualifications:**

- Experience in municipal court administration
- Proficiency in court systems including ATS/ACS, PCSAM, eMACS, Promis Gavel, CCIS, Page Center/Web Reporting, Online Dispute Resolution (ODR), and the Municipal eFiling system
- Familiarity with virtual platforms such as Zoom and Microsoft Teams
- Knowledge of case flow management and other relevant computer applications

### **Accreditation Requirements:**

- Applicants who are not yet accredited must obtain conditional accreditation within six (6) months of hire and full accreditation within three (3) years, in accordance with New Jersey Court Rule 1:41-3.
- Applicants currently conditionally accredited must complete all training requirements and become fully accredited within three (3) years of appointment, as required by N.J.S.A. 2B:12-11.

**Please send cover letter and resume via email to:**

**[Stacy.McBride@njcourts.gov](mailto:Stacy.McBride@njcourts.gov)**

**with a copy to: [BurMunicipal.Mailbox@njcourts.gov](mailto:BurMunicipal.Mailbox@njcourts.gov)**

**Medford Township 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.**