

# Municipal Court Career Opportunity

MUNICIPALITY: Township of Middletown  
VICINAGE: Monmouth Vicinage  
POSITION TITLE: Deputy Court Administrator – Full Time  
POSTING DATE: June 11, 2025  
DEADLINE DATE: June 21, 2025  
SALARY RANGE: \$61,625.00-\$72, 017.00 comprehensive benefits are available

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Township of Middletown is seeking to hire a qualified individual to serve as a Full-Time Deputy Court Administrator for the shared courts of Middletown Twp. and Keyport Borough Municipal Court. The candidate must work under the guidance of the Judge and Court Administrator, have strong communication skills, excellent customer service, and the ability to work independently as well as in a team. Applicants will need a smartphone to download the Microsoft Authenticator app as required. Applicants must be willing to attend POMCA/training classes when required.

Responsibilities include but are not limited:

- Answering telephone and walk-in inquiries, Data entry, Maintaining files and records for accuracy, Processing payments, daily reconciliations
- ATS/ACS disposition data entry,
- Promis Gavel, CCIS, Page Center/web Reporting, ODR, e-Filing system
- Zoom and Microsoft Teams, proper case scheduling, drafting correspondence
- Handle the daily operations of the court in the absence of the Court Administrator.
- On call for PC, Commitments

Successful candidates should possess one year's experience as a Deputy Court Administrator. 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

Please submit a cover letter and current resume to:

Cindy Veneziano @ [Cveneziano@middletownnj.org](mailto:Cveneziano@middletownnj.org)  
Human Resources, One Kings Highway, Middletown, NJ 07740

Please email a copy to Theresa Romano, Municipal Division Manager  
Monmouth Vicinage – [Theresa.Romano@njcourts.gov](mailto:Theresa.Romano@njcourts.gov)

Middletown 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.