

MUNICIPAL COURT CAREER OPPORTUNITY

Municipality:	Borough of Mt. Arlington
Vicinage:	Morris/Sussex
Position Title:	Deputy Court Administrator – Full Time
Posting Date:	May 15, 2025
Deadline Date:	June 5, 2025
Salary Range:	Salary Commensurate with experience

POSITION DESCRIPTION AND REQUIREMENTS

The Mt. Arlington/Wharton Shared Court seeks a qualified, self-motivated, and detail-oriented individual for the position of Deputy Municipal Court Administrator. Interested candidates should possess excellent written and verbal communication skills and the ability to provide excellent customer service. Applicants must be able to work well independently and under the direction of the Municipal Court Judge and Court Administrator. Bilingual candidates (English/Spanish) preferred.

Experience in court administration is preferred, including working knowledge of the systems including Enterprise Disposition System, eMACS, PCSAM, Municipal Case Resolution, eCourts, Reports on Demand/Page Center. Experience in virtual platforms, such Microsoft Teams and Zoom, are a plus.

Responsibilities include but are not limited to: processing complaints; answering inquiries from court users; preparing, reviewing, and monitoring daily, weekly, and monthly reports; accepting bail and pleas of guilty with payments; complying with the New Jersey Rules of Court, Supreme Court directives, laws and established policies and procedures governing the operation of the Municipal Courts.

Unaccredited applicants shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within 3 years of the hire date as set forth in the New Jersey Court Rules. Applicants who are presently conditionally accredited must meet all training requirements to become fully accredited within 3 years from the date of appointment pursuant to NJSA 2B:12-11 pursuant to NJ Court Rule 1:41-3.

Please submit a cover letter, resume and salary requirements to:

- Carolyn Rinaldi, Mt. Arlington Borough Business Administrator
E- mail: crinaldi@mtarlingtonboro.com
- Rebecca Muller, Municipal Division Manager
Email: Rebecca.Muller@njcourts.gov

The Borough of Mt. Arlington is an Equal Opportunity Employer.

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