

MUNICIPAL COURT CAREER OPPORTUNITY

MUNICIPALITY: NEWARK
VININAGE: ESSEX COUNTY
POSITION TITLE: DEPUTY MUNICIPAL COURT ADMINISTRATOR
POSTING DATE: 9/10/2025
DEADLINE DATE: 9/30/2025
SALARY: \$ 56,341

The Newark Municipal Court is seeking a qualified, self-motivated, and detail oriented individual for the position of Deputy Municipal Court Administrator. Candidates should possess excellent customer service, writing, and communication skills. Candidate should also have a working knowledge of ATS/ACS, MACS, and ZOOM.

Key Responsibilities, but are not limited to:

- Assist the Municipal Court Administrator in planning, developing, coordinating procedures in the courtroom.
- Ensure compliance with court policies, City & State laws, and confidentiality requirements in accordance with NJ Rules of Court.
- Facilitate daily court sessions via ZOOM or in person.
- Monitor and partner with other court staff to ensure proper updating and file maintenance during & after court sessions.
- Manage data tracking and reporting, including metrics on adjournments and FTA's.
- Collaborate effectively with court personnel, Judges and administrative staff.
- **Perform additional duties as required.**
- **Must be able to work 11a-7p shift.**

Required Skills and Qualifications:

- Strong leadership and organizational skills.
- Previous experience with court procedures and functions preferable.
- Ability to work independently as well as part of a team.

Residency Requirement:

Pursuant to Section 2:14-1 of the Newark Administrative Code, all persons newly hired must be or become a bona fide resident of the City of Newark.

Pursuant to N.J.S.A. 2B:12-11, applicants who are conditionally accredited, must meet all training requirements to become fully accredited within three (3) years from the date of appointment.

Please submit your **resume to NewarkMC@ci.newark.nj.us.**