

Municipal Court Career Opportunity

MUNICIPALITY: North Wildwood
VICINAGE: Cape May
POSITION TITLE: Deputy Court Administrator
POSTING DATE: 12/1/2025
DEADLINE DATE: 12/15/2025
SALARY RANGE: Commensurate with experience

POSITION DESCRIPTION AND REQUIREMENTS

The City of North Wildwood is seeking a qualified, self-motivated, and detail-oriented individual for the full-time position of Deputy Municipal Court Administrator in the North Wildwood 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.

EXAMPLES OF WORK:

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 submit cover letter and current resume to: Amber Oliver, CMCA at
Amber.Oliver@njcourts.gov

The City of North Wildwood 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