

Municipal Court Career Opportunity

MUNICIPALITY: SHARED COURTS OF OCEANPORT, MONMOUTH BEACH AND WEST LONG BRANCH

VICINAGE: MONMOUTH

POSITION TITLE: DEPUTY MUNICIPAL COURT ADMINISTRATOR

POSTING DATE: 4/10/2026

CLOSING DATE: 4/20/2026

SALARY: \$50,000 - \$60,000 Benefits include Medical, Dental, Vision, Prescription – Vacation, Personal and Sick days

POSITION DESCRIPTION AND REQUIREMENTS

The Shared Courts of Oceanport, Monmouth Beach and West Long Branch is seeking a full-time qualified individual to serve as Deputy Court Administrator for the Shared Municipal Courts. Applicants should have experience in all aspects of court administration including, but not limited to assisting the court administrator, understanding of case flow management, and working knowledge of the ATS/ACS systems, eMACS, and Page Center applications. Additionally, performing quasi-judicial functions, handling inquiries from the public/litigants, taking citizen complaints, and issuing warrants, monitoring and evaluating daily, weekly, and monthly reports. Experience operating video conferencing platforms such as ZOOM and Microsoft TEAMS is preferred but not required.

Applicants must be willing to attend POMCA/training classes when required. Applicants will need a smartphone to download the Microsoft Authenticator app as required.

Candidates must have excellent customer service skills, attention to detail, organization and self-motivation skills.

Applicants who have been awarded the title of Certified Municipal Court Administrator (CMCA) pursuant to N.J.S.A. 2B:12-11 are preferred. Applicants who are not certified by the New Jersey Supreme Court or in the process of obtaining certification, or who are not fully accredited pursuant to R.1:41-3, must be willing to obtain conditional accreditation within six months of hire and become fully accredited within three years of hire date. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please submit cover letter and current resume to:

Donna Phelps, Oceanport Borough Administrator
Email: dphelps@oceanportboro.com

And email copy to the attention of Theresa Romano, Municipal Division Manager
Email: Theresa.Romano@njcourts.gov

The Shared Courts of Oceanport, Monmouth Beach and West Long Branch 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.