

Municipal Court Career Opportunity

Municipality: Shared Courts of Oceanport, Monmouth Beach and West Long Branch

Vicinage: Monmouth

Position Title: Court Administrator

Posting Date: 3/17/26

Deadline Date: 3/27/26

Salary Range: \$75,000 to \$90,000 – full benefit package

POSITION DESCRIPTION AND REQUIREMENTS

The Shared Municipal Courts of Oceanport, Monmouth Beach and West Long Branch are seeking a motivated, self-starter, with good writing and communication skills to work directly with the Municipal Court Judge(s). Candidate should have experience in court administration, case flow management, working knowledge ATS/ACS systems, eMACS, Page Center and have excellent customer service skills for a very fast paced office. Responsibilities include but are not limited to answering queries from the public, employees, defendants; provide information and guidance to attorneys, defendants and community organizations; assist defendants with technical and procedural guidance, facilitate discussion among state, vicinage, and local management. Applicants should have experience in monitoring daily, weekly and monthly reports, assist in maintaining the courts financial accounts and draft correspondence in compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Applicants who have been awarded the title of Certified Municipal Court Administrator (CMCA) pursuant to N.J.S.A. 2B:12-11 are preferred. If the applicant does not possess the CMCA title, he/she needs to be accredited or in a position to become conditionally accredited within six months of the hire date pursuant to N.J. Court Rule 1:41-3 with full accreditation within three

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

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please email cover letter and current resume to:

Oceanport Borough Administrator Donna Phelps at dphelps@oceanportboro.com

Please email a copy to Theresa Romano, Municipal Division Manager at Theresa.Romano@njcourts.gov

NO PHONE CALLS, PLEASE

**** NOTE:**

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