

Municipal Court Career Opportunity

Civil Service

JURISDICTION: Court of the Palisades Interstate Park

VICINAGE: Bergen Vicinage

POSITION TITLE: Deputy Court Administrator

POSTING DATE: June 2, 2025

DEADLINE DATE: June 23, 2025

SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Palisades Interstate Park Commission is seeking a motivated, self-starter, with good writing and communication skills to work under the general direction of the Judge of the Municipal Court. Candidate should have experience in court administration, case flow management, working knowledge of PCSAM, e-MACS, Web Reporter, Enterprise Portal systems, Page Center, Expungement portal, Zoom and Teams, and have excellent customer service skills. Responsibilities include but are not limited to answering queries from the public, employees, defendants; provides information and guidance to attorneys, defendants and community organizations; assist defendants with technical and procedural guidance, facilitate discussion among state, vicinage, and local management. Should have experience in the monitoring of daily, weekly and monthly reports, assist in maintaining the courts two 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. Unaccredited applicants shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within three years of the hire date as set forth in the New Jersey Court Rules. Perform related duties as required.

Please submit cover letter and current resume to:

Olivia Housley, HR Specialist
E-mail: Ohousley@njpalisades.org
Phone: (201) 705-1303

Copy to the Attention of Brendis Montijo-Wrigley, Municipal Division Manager E-mail:
BERMunicipal.mailbox@nycourts.gov

NO PHONE CALLS, PLEASE

**** NOTE:** The above local job posting was submitted to the vicinage by the **Palisades Interstate Park Commission** and is a State job posting.