

# Municipal Court Career Opportunity

**MUNICIPALITY:** PALMYRA BOROUGH MUNICIPAL COURT  
**VICINAGE:** BURLINGTON  
**POSITION TITLE:** MUNICIPAL COURT ADMINISTRATOR  
**POSTING DATE:** April 22, 2025  
**DEADLINE DATE:** May 19, 2025  
**SALARY RANGE:** \$62,000-\$72,000 (commensurate with experience)

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Palmyra Borough Municipal Court in the County of Burlington is seeking a qualified, self-motivated, and detailed-oriented individual for the position of full-time municipal court administrator. This court is a medium-volume court with approximately 3,900 filings annually and 24 court sessions a year. Applicants must be able to work well independently and under the direction of the Municipal Court Judge.

Candidate must have experience in all aspects of court administration, in flow management, monitoring daily, weekly, and monthly reports, maintaining and reconciling the court's financial accounts, preparing evaluation reports, drafting correspondence and excellent customer service skills. Candidate must always operate 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.

Interested candidates should possess excellent written and communication skills. Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system, PCSam, eMACS, Promis Gavel, CCIS, Page Center/Web Reporting, Online Dispute Resolution (ODR) system, municipal eFiling system, and the Zoom and Microsoft Teams virtual platforms.

Applicants must hold the title of Certified Municipal Court Administrator. Non-certified applicants must achieve conditional accreditation within six months of the date of appointment, completing full accreditation within three years of the date of appointment pursuant to Court Rule 1:41-3(c). Additionally, non-certified applicants must achieve certification within five years of appointment pursuant to N.J.S.A. 2B:12-11.

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

Please send a cover letter and resume via email to: Doretha Jackson, Municipal Clerk at [djackson@boroughofpalmyra.com](mailto:djackson@boroughofpalmyra.com) with a copy to: [BurMunicipal.Mailbox@njcourts.gov](mailto:BurMunicipal.Mailbox@njcourts.gov)

or via regular mail to the address below:

Doretha Jackson, Municipal Clerk  
Palmyra Borough Hall  
20 W. Broad Street  
Palmyra, New Jersey 08065

### **Palmyra Borough 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.