

MUNICIPAL COURT CAREER OPPORTUNITY

MUNICIPALITY:	The Borough of Pemberton
VICINAGE:	Burlington
POSITION TITLE:	Municipal Court Administrator (Full-Time)
POSTING DATE:	April 9, 2026
DEADLINE DATE:	April 30, 2026
SALARY RANGE:	45,000 – 60,000

Position Description and Requirements

The Borough of Pemberton 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. The successful candidate must be able to work independently as well as under the direction of the Municipal Court Judge.

Responsibilities include all aspects of court administration, case flow management, monitoring daily, weekly, and monthly reports, maintaining and reconciling the court's financial accounts, preparing evaluation reports, drafting correspondence, and providing excellent customer service. The 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 Municipal Courts.

Applicants should possess excellent written and verbal communication skills and have experience in all aspects of court administration. 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 is required.

Benefits Information:

The Borough of Pemberton offers a comprehensive benefits package to full-time employees, including health, dental, and vision insurance, paid time off (vacation, sick, and personal days), and participation in a retirement plan. Additional benefits may include life insurance, and professional development opportunities.

Interested candidates are encouraged to apply and join our dedicated team serving the community.

Please send resume with salary requirements to:

Kim Johnson, RMC, Municipal Clerk/Administrator at Clerk@pembertonboro.gov

with a copy via email to: BurMunicipal.Mailbox@njcourts.gov

The Borough of Pemberton is an Equal Opportunity Employer.

NOTE: The above job posting was provided to the Vicinage by the local municipality and is not a State employment posting.