

Municipal Court Career Opportunity

MUNICIPALITY: PEMBERTON TOWNSHIP MUNICIPAL COURT
VICINAGE: BURLINGTON
POSITION TITLE: DEPUTY COURT ADMINISTRATOR
POSTING DATE: MAY 29, 2025
DEADLINE DATE: JUNE 19, 2025
SALARY RANGE: 2024 Rates: \$26.08-\$30.14 Hourly

POSITION DESCRIPTION AND REQUIREMENTS

Pemberton Township is seeking a qualified, self-motivated, and detail-oriented individual for the full-time position of deputy municipal court administrator in the Pemberton Township Municipal Court. Interested candidates should possess excellent written and verbal communication skills and the ability to provide a high level of customer service. Applicants must be able to work well independently and under the direction of the Municipal Court Judge and Certified Municipal Court Administrator.

Experience in court administration is preferred, including working knowledge of the 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. Knowledge of case flow management and other computer applications are also a plus.

Responsibilities include but are not limited to: processing complaints; on-call duties; answering inquiries from the public, employees, clients, attorneys, etc.; preparing, reviewing, evaluating and monitoring daily, weekly and monthly reports; accepting bail and pleas of guilty with payments; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the New Jersey Municipal Courts.

Unaccredited applicants shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within 3 years of the hire date as set forth in the New Jersey Court Rules. Applicants who are presently conditionally accredited, must meet all training requirements to become fully accredited within 3 years from the date of appointment pursuant to NJSA 2B:12-11 pursuant to NJ Court Rule 1:41-3.

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

EDUCATION:

Graduation from High School or Vocational High School, or possession of an approved High School Equivalency Certificate.

EXPERIENCE:

One (1) year of experience in work related to the administrative operation of a court, law enforcement agency, law office, or government agency, including the preparation and/or processing of legal documents.

NOTE: Current certification as a Municipal Court Administrator issued by the New Jersey Supreme Court pursuant to NJSA 2B:12-11 may be substituted for the indicated experience.

Please send cover letter, resume and salary requirements to:

Michele Brown, Pemberton Township
500 Pemberton-Browns Mills Road
Pemberton, New Jersey 08068

mbrown@pemberton-twp.com with a copy to: BurMunicipal.Mailbox@njcourts.gov

The Township of Pemberton is a NJ Civil Service Municipality and 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.**