

Municipal Court Career Opportunity

MUNICIPALITY: PENNINGTON BOROUGH MUNICIPAL COURT
VICINAGE: MERCER
POSITION TITLE: MUNICIPAL COURT ADMINISTRATOR (Part-time)
POSTING DATE: October 1, 2025
DEADLINE DATE: October 20, 2025
SALARY RANGE: Up To \$19,998.13

POSITION DESCRIPTION AND REQUIREMENTS

The Pennington Borough Municipal Court in the County of Mercer is seeking a qualified, self-motivated, and detailed-oriented individual for the position of part-time municipal court administrator. This court is a low volume court with approximately 2,000 filings in 2024 and approximately 20 court sessions a year. The hours are Tuesday and Thursday evenings, approximately 8 hours per week. 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, case 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 be accredited as set forth in Rule 1:41-3 if not already certified pursuant to N.J.S.A. 2B:12-11, et al. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please send cover letter and resume via email to: administrator@penningtonboro.org and Mer.Municipal.Division@njcourts.gov.

Pennington 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.