

Municipal Court Career Opportunity

MUNICIPALITY: Penns Grove Municipal Court

VICINAGE: Cumberland/Gloucester/Salem

POSITION TITLE: Court Administrator

POSTING DATE: October 28, 2024

DEADLINE DATE: Position is Filled

SALARY RANGE: \$48,000 - \$52,000

POSITION DESCRIPTION AND REQUIREMENTS

The Penns Grove Municipal Court, located in the County of Salem, is seeking a qualified, self-motivated, and meticulous individual for the position of Court Administrator. The selected candidate must have proven management and supervisory skills to work under the general direction of the Municipal Court Judge.

Responsibilities include, but are not limited to, excellent verbal and written communication skills. Ability to process bail and complaints, responding to public inquiries, drafting correspondences, data entry, managing municipal staff, case flow management, analyze daily, weekly, and monthly statistical reports, prepare/submit local budgets; and maintain/reconcile financial accounts and records. Applicants who are not certified by the New Jersey Supreme Court or are not in the process of certification, must be willing to obtain conditional accreditation within 6 months of their appointment and full certification within 3 years,

The successful candidate must comply with the Judiciary's Code of Conduct and all New Jersey Rules of the Court, Supreme Court directives, laws and established policies and procedures governing the operation of the Municipal Court.

Please submit resume w/cover letter and 3 references via email or regular mail by deadline to:

Sharon R. Williams, Municipal Clerk
Boro of Penns Grove
1 State Street
Penns Grove, NJ 08069
Or

Swilliams@pennsgrove-nj.org

The Borough of Penns Grove 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.