

# Municipal Court Career Opportunity

**MUNICIPALITY:** PRINCETON MUNICIPAL COURT

**VICINAGE:** MERCER

**POSITION TITLE:** DEPUTY COURT ADMINISTRATOR (Full-time)

**POSTING DATE:** July 24, 2025

**DEADLINE DATE:** August 17, 2025

**SALARY RANGE:** \$80,000 - \$90,000

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Municipality of Princeton is seeking to hire a Deputy Court Administrator with experience in court management and NJ Courts computer programming systems. The successful candidate will work under the direction of the Municipal Court Judge and Court Administrator. Candidate must have excellent customer service, writing and communication skills, work ethic, be motivated, a self-starter, and be available for after-hour calls on a rotating basis.

### **ESSENTIAL FUNCTIONS PERFORMED**

- Assist with the administration of court operations
- Supervise staff
- Accept payments for general and bail accounts
- Process complaints including determination of probable cause
- Respond to public inquiries and Division inquiries
- Provide information to attorneys, defendants, other government agencies, and other stakeholders
- Draft correspondence and legal documents
- Responsible for after-hour calls on a rotating basis
- Prepare and review daily, weekly, and monthly court reports
- Maintain financial court accounts
- Data entry
- Quality customer service
- Other duties as assigned

### **REQUIRED KNOWLEDGE & ABILITIES**

- Working knowledge of ATS/ACS, eMACS, PCSAM, eCDR, and Online Dispute Resolution (ODR) preferred
- Understand and manage reports On Demand, Page Center, and CCIS preferred
- Virtual Court Experience preferred
- Working knowledge and ability to comply with the New Jersey Rules of the Court, Directives, and established policies and procedures governing the operation of Municipal Courts
- Familiarity with virtual platforms such as Zoom and Microsoft Teams preferred
- Familiarity with Office Suite (MS suite of options – PowerPoint, Excel, Word) preferred
- Strong organizational, project management, and time management skills and experience

- Proactive self-starter with integrity, a strong work ethic, and sound judgment
- A positive attitude and commitment to working as a team player in a dynamic, high volume and fast-paced environment

#### **MINIMUM REQUIRED QUALIFICATIONS**

- Applicants who are not accredited must obtain conditional accreditation within six months of hire date and full accreditation within three years, in accordance with NJSA 2B-12-11 and Rule 1:41-3.
- Must satisfy employer paid physical, drug screen and criminal background check
- NJ residency required by N.J.S.A. 52:14-7 (L. 2011, Chapter 70)
- Pursuant to Federal Law, proof of US Citizenship or immigration status will be required upon hire

Employee benefits include medical and dental insurance, vision reimbursement, and prescription drug plan access; thirteen paid holidays, vacation, sick, and personal leave; training and continuing education, including tuition reimbursement up to \$2,750 annually; non-resident benefits of Princeton Public Library and recreation program use.

**Please submit a cover letter, resume and references to:**

[humanresources@princetonnj.gov](mailto:humanresources@princetonnj.gov), with a copy to the Mercer Vicinage Municipal Division at: [Mer.Municipal.Division@njcourts.gov](mailto:Mer.Municipal.Division@njcourts.gov)

Municipality of Princeton 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.