

Municipal Court Career Opportunity

MUNICIPALITY: Raritan Township (Hunterdon)
VICINAGE: Somerset/Hunterdon/Warren Vicinage
POSITION TITLE: Deputy Court Administrator
Fulltime
POSTING DATE: October 15, 2025
DEADLINE DATE: November 10, 2025
SALARY RANGE: \$45,000 - \$70,000 (Commensurate with Experience)

POSITION DESCRIPTION AND REQUIREMENTS

The Raritan Township Shared Municipal Court, County of Hunterdon, State of New Jersey, host court to Alexandria Township, Frenchtown Borough, Holland Township, and Flemington Borough is seeking a qualified individual for the position of Deputy Municipal Court Administrator. Excellent customer service and communication skills, attention to details, organization, self-motivation, and strong team-work and leadership skills are a must. Successful candidate will work under the general direction of the Municipal Court Judge and Municipal Court Administrator. Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system, eMACS, PCSAM, Municipal Case Resolution, eCourts, eCourts Expungement System, Reports on Demand and PageCenter. Experience in case flow management, other computer applications, video communications and virtual court platforms are a plus.

Responsibilities include but are not limited to: answering queries from the public, employees, clients, attorneys, etc; supervising staff; preparing, reviewing and monitoring daily, weekly and monthly reports; evaluating reports; drafting correspondence; performing data entry; complying with the New Jersey Rules of Court, Supreme Court Orders and Guidelines, Administrative Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

Candidates must either be accredited or in the process of obtaining accreditation, per N.J. Court Rule 1:41-3.

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

Please submit cover letter, current résumé and salary requirements by or before **November 10, 2025** to:

Craig Benner
HR/Benefits Coordinator
Township of Raritan
craig.benner@raritantiwpnj.gov

and

Ellen Marinaccio, CMCA
Municipal Division Manager
Somerset/Hunterdon/Warren Vicinage
ellen.marinaccio@njcourts.gov

Kindly reference the Raritan Township DCA position in your email.

****No telephone calls, please****

The Township of Raritan 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.