

Municipal Court Career Opportunity

MUNICIPALITY: THE TOWNSHIP OF RIVERSIDE

VICINAGE: BURLINGTON

POSITION TITLE: TEMPORARY MUNICIPAL COURT ADMINISTRATOR
(PART TIME)

POSTING DATE: MAY 4, 2026

DEADLINE DATE: MAY 18, 2026

SALARY RANGE: \$35.00 per hour

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Riverside Municipal Court in the County of Burlington is seeking a qualified, self-motivated, and detailed-oriented individual for the **temporary** position of court administrator up to eight weeks. This court has approximately 3,000 filings annually and 34 court sessions a year. 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 writing 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.

Benefits Information: None

REQUIREMENTS:

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

EXPERIENCE: Two (2) years 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: Thirty (30) college semester-hour credits may be substituted for one (1) year of experience.

SPECIAL NOTE: "Effective May 25, 2011, appointees must possess a Municipal Court Administrator certificate issued by the New Jersey Supreme Court, subject to the following exceptions: 1) A person appointed provisionally prior to May 25, 2011 but after May 25, 2006 will still have five years from the date of the provisional appointment to obtain the certificate, even if the provisional subsequently receives a regular appointment from an eligible list for the title but does not yet possess the certificate at the time of regular appointment. 2. Interim appointments of persons who do not possess a Municipal Court Administrator certificate may be made pursuant to the provision for L.2006,c.20."

In addition, effective September 13, 2011, all newly appointed non-certified municipal administrators must obtain conditional accreditation within six months of the date of appointment. All newly appointed, non-certified municipal court administrators must obtain full accreditation within three years of the date of appointment. The Municipal Court Administrator Certification Board may grant an extension of time upon a showing of good cause.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please send cover letter and resume via email to:

Meghan Jack, Township Manager, mjack@riversidetowp.org with a copy to the Burlington Vicinage Municipal Division, BurMunicipal.Mailbox@njcourts.gov

The Township of Riverside is a NJ Civil Service Municipality and 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.