

Municipal Court Career Opportunity

MUNICIPALITY: SCOTCH PLAINS MUNICIPAL COURT
VICINAGE: UNION
POSITION TITLE: DEPUTY COURT ADMINISTRATOR
POSTING DATE: May 28, 2025
DEADLINE DATE: June 13, 2025
SALARY RANGE: \$50,000-65,000 (COMMENSURATE WITH EXPERIENCE)

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Scotch Plains, Union County, is seeking a qualified individual to fill a full-time position as Deputy Court Administrator. Ideal applicant will have experience in Court Administration, case flow management, working knowledge of ATS/ACS Systems. Detail oriented; strong customer service and organizational skills. Valid N.J. Driver's License and High School diploma or equivalent thereof required.

Responsibilities include but are not limited to answering queries and providing information to the public, defendants, and attorneys, perform Quasi-judicial functions. Must be able to take all payments, enter dispositions and schedule cases. Must be able to prepare, review, and monitor daily, weekly, and monthly reports, draft correspondence: docket tickets / complaints, accept citizen complaints for filing, process bail, issue bench warrants, must have knowledge of bail reform: comply with New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of Municipal Courts. Must have experience with the Zoom platform and moderating virtual court sessions. Bilingual (Spanish speaking) is a plus but not required.

Pursuant to N.J.S.A. 2B:12-11, et al, all newly appointed deputy municipal court administrators who are not fully accredited or certified must obtain conditional accreditation within six months of the date of appointment, and full accreditation within three years of the date of appointment. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

**Please submit cover letter and resume by June 13, 2025, to:
(NO PHONE CALLS)**

Scotch Plains Administration Office
Margaret Heisey, Deputy Municipal Manager
430 Park Avenue
Scotch Plains, NJ 07076, or;

Via email to mheisey@scotchplainsnj.com

AND

Delsy Gulino, Municipal Division Manager
UNNMuniHelp.mbx@njcourts.gov

The Township of Scotch Plains 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.