

# Municipal Court Career Opportunity

MUNICIPALITY: Township of Sparta  
VICINAGE: Morris / Sussex  
POSITION TITLE: Deputy Court Administrator (Full-time)  
POSTING DATE: October 1, 2025  
CLOSING DATE: October 20, 2025  
SALARY RANGE: \$55,000 to \$75,000

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## POSITION DESCRIPTION AND REQUIREMENTS

The Township of Sparta is seeking to hire a qualified individual for the position of Full Time Deputy Court Administrator for the shared Municipal Court of Sparta, Hamburg, & Ogdensburg. The qualified candidate should have experience in all aspects of court administration, including a strong working knowledge of the PCSam/Page Center/ eMACS computer system. Excellent customer service skills, attention to detail, organization, and self-motivation are necessary. Office hours are Monday – Friday, 8:30 am to 4:30 pm. Court sessions are Mondays @ 6:00 P.M. and Thursdays @ 9:00 A.M. Candidate must be available to work into the early evening. Responsibilities include docketing tickets/complaints, accepting fine payments and bail, scheduling cases, issuing warrants, preparing certified dispositions, filing, data entry, and other related duties. Court Sessions are conducted virtually, candidates with experience operating video conferencing platforms such as Zoom and/or Microsoft Teams strongly preferred.

Candidates must be accredited as set forth in rule 1:41-3. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

### **Please submit cover letter and resume to:**

Bonnie Messina, CMCA, Sparta Municipal Court Administrator  
[Bonnie.Messina@njcourts.gov](mailto:Bonnie.Messina@njcourts.gov)

Rebecca Muller, Municipal Division Manager  
[Rebecca.Muller@njcourts.gov](mailto:Rebecca.Muller@njcourts.gov)

**\*\*No Phone Calls Please\*\***

**Sparta Township is an Equal Opportunity Employer/ADA and Civil Service employer.  
Medical/Prescription/Dental Benefits after 2 full months of employment.**

**NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is **not** a state job posting.