

Municipal Court Career Opportunity

Shared Municipal Courts of Tinton Falls and Eatontown Monmouth Vicinage

POSITION TITLE: Deputy Municipal Court Administrator

POSTING DATE: October 24, 2025

DEADLINE DATE: November 14, 2025

SALARY RANGE: \$52,290.00

POSITION DESCRIPTION AND REQUIREMENTS

The Shared Municipal Courts of Tinton Falls and Eatontown are seeking a motivated, self-starter, with good writing and communication skills to work under the general direction of the Municipal Court Judge(s) and Court Administrator. Candidate should have experience in court administration, case flow management, working knowledge of ATS/ACS systems, MACS, Page Center and have excellent customer service skills for a very fast paced office. Responsibilities include but are not limited to answering queries from the public, employees, defendants; provide information and guidance to attorneys, defendants and community organizations; assist defendants with technical and procedural guidance, facilitate discussion among state, vicinage, and local management. Candidate should have experience in monitoring daily, weekly and monthly reports, assist in maintaining the courts' financial accounts and draft correspondence 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. Perform related duties as required Applicants who have been awarded the title of Certified Municipal Court Administrator (CMCA) pursuant to N.J.S.A. 2B:12-11 are preferred. If the applicant does not possess the CMCA title, he/she needs to be accredited or in a position to become conditionally accredited within six months of the hire date pursuant to N.J. Court Rule 1:41-3 with full accreditation within three years. Applicants will need a smartphone to download the Microsoft Authenticator app as required.

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

Please submit cover letter and current resume to:

Shared Municipal Courts of Tinton Falls and Eatontown
C/O Court Administrator Stacy A. Kitson
556 Tinton Avenue
Tinton Falls, NJ 07724

Theresa Romano, MDM
C/O Monmouth County Municipal Division
71 Monument Park
Freehold, NJ 07728

NO PHONE CALLS, PLEASE

**** NOTE:**

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

Tinton Falls is an Equal Opportunity Employer.