

# Municipal Court Career Opportunity

**MUNICIPALITY:** Upper Township  
**VICINAGE:** Vicinage 1 - Atlantic & Cape May County  
**POSITION TITLE:** Municipal Court Administrator – Full Time  
**POSTING DATE:** May 14, 2026  
**DEADLINE DATE:** May 28, 2026  
**SALARY RANGE:** \$65,000 - \$76,000

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## POSITION DESCRIPTION AND REQUIREMENTS

The Upper Township Municipal Court is seeking a qualified, self-motivated, and detail-oriented individual for the full-time position of Municipal Court Administrator. Upper Township is a shared court with Woodbine Borough.

Individuals must have proven management and supervisory skills to work under the general direction of the Municipal Court Judge. The Court Administrator has charge of and performs quasi-judicial and administrative functions related to the operation of a municipal court, including, but not limited to, accepting payments/bail processing, complaint processing, responding to public inquiries, providing information to judges, attorneys, defendants, and other government agencies; preparing and reviewing daily, weekly and monthly report, drafting correspondence, performing data entry, managing municipal staff, responding promptly to Division inquiries and maintain the integrity of the judiciary; must comply with the New Jersey Rules of the Court, Administrative Directives, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts.

The selected individual must also have a strong background in case flow management and finances to analyze daily, weekly, and monthly statistical reports; prepare and submit local budgets; maintaining and reconciling the courts' financial accounts.

Candidate must possess knowledge of various software applications, including but not limited to: Zoom, Microsoft Office, Outlook, and Excel. Applicants should have experience in all aspects of court administration, including a strong knowledge of Criminal Justice Reform, ATS/ACS computer system, MACS/PCSAM, PageCenter, Reports On Demand, eCDR, and eCourts. As court sessions are conducted primarily virtually, candidates must be familiar with operating video conferencing platforms such as Zoom and Microsoft TEAMS.

This is a full-time position with an annual salary and includes health, dental, vision, paid time off, and enrollment in the Public Employees' Retirement System

. Applicant must have 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. To be considered for appointment, the applicant must possess a Municipal Court Administrator certificate issued by the New Jersey Supreme Court pursuant to N.J.S.A 2B:12-11.

Applications can be downloaded at [Upper Township Employment Application\(PDF\)](#) or apply online: [Online Employment Application](#)

Please email completed applications and resumes to: Loren Ready at [lready@uppertownship.com](mailto:lready@uppertownship.com)

Township of Upper is a Civil Service Community, an Equal Opportunity Provider and Employer

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