

MUNICIPAL COURT CAREER OPPORTUNITY

Municipality:	Washington Township (Morris County)
Vicinage:	Morris/Sussex
Position Title:	Deputy Court Administrator – Full Time
Posting Date:	January 5, 2026
Deadline Date:	January 19, 2026
Salary Range:	\$45,000 - \$55,000

POSITION DESCRIPTION AND REQUIREMENTS

The cross-county shared municipal court of Washington Township (Morris), Mendham Borough (Morris), and Califon Borough (Hunterdon) is seeking a highly qualified individual for the full-time position of Deputy Court Administrator. Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system (working knowledge of change to EDS – Enterprise Disposition and Sentencing), eMACS, Page Center and PCSAM. Experience in case flow management and other computer applications are a plus. Excellent customer service skills, professional assertiveness, attention to details, organization and self-motivation are a must. The successful candidate will work under the general direction of the Municipal Court Judge and Municipal Court Administrator.

Responsibilities include, but are not limited to: answering queries from the public, defendants, attorneys, employees, etc.; assist defendants with technical and procedural guidance; case processing, including determining probable cause; preparing, reviewing, monitoring and evaluating daily, weekly, and monthly reports; drafting correspondence; performing data entry; complying with the New Jersey Rules of Court, Supreme Court directives, laws and established policies and procedures governing the operation of the Municipal Courts. Performing related duties are required.

As court sessions are conducted virtually, candidates with experience operating video conferencing platforms such as ZOOM and or Microsoft TEAMS is strongly preferred.

Applicants who have been awarded accreditation pursuant to NJSA 2B:12-11 are preferred. If an applicant is not accredited, he or she must obtain conditional accreditation within six (6) months of the hire date and become fully accredited within three (3) years of the hire date as set forth in NJ Court Rule 1:41-3.

Court Office Hours are Monday – Friday 8:00 AM – 4:00 PM
Summer Hours are Monday – Thursday 7:30 AM – 5 PM (June-August)
Candidates must be able to work evening court sessions.

Please submit cover letter, resume and salary requirements to:

Erin Geiger, CMCA at Erin.Geiger@njcourts.gov
and

Rebecca Muller, Municipal Division Manager
Email: Rebecca.Muller@njcourts.gov

Washington Township 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.**