

Municipal Court Career Opportunity

MUNICIPALITY: Waterford Municipal Court, Camden County

VICINAGE: Camden Vicinage

POSITION TITLE: Deputy Court Administrator -Full Time

POSTING DATE: July 30, 2025

DEADLINE DATE: August 13, 2025

SALARY RANGE: \$55,000-\$62,000

POSITION DESCRIPTION AND REQUIREMENTS

Waterford Township is seeking a qualified individual for the position of Deputy Municipal Court Administrator. Excellent customer service skills, attention to details, organization and self-motivation are a must. Successful candidate will work under the general direction of the Municipal Court Judge and Municipal Court Administrator. Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system, eMACS, PCSAM, Municipal Case Resolution, Ecourts, eCourts Expungement System, Reports on Demand and Page Center. Experience in case flow management, other computer applications, video communications and virtual court platforms are a plus.

Responsibilities include but are not limited to: answering queries from the public, employees, clients, attorneys, etc; supervising staff; preparing, reviewing and monitoring daily, weekly and monthly reports; evaluating reports; drafting correspondence; performing data entry; complying with the New Jersey Rules of Court, Supreme Court Orders and Guidelines, Administrative Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

Candidates must either be accredited or in the process of obtaining accreditation, per N.J. Court Rule 1:41-3.

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

Please submit a cover letter, current résumé and salary requirements by or before August 20, 2025, to:

Daniel Cormaney
Waterford Township Administrator
Daniel.cormaney@wtpd.org

and

Taiwan Lamb-Davis
Municipal Division Manager-Camden Vicinage
Taiwan.Lambdavis@njcourts.gov

Kindly reference Waterford Municipal Court DCA position in your email.

****No telephone calls, please****

Waterford 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.