

MUNICIPAL COURT CAREER OPPORTUNITY

Municipality:	Westampton Twp./Hainesport Twp./Eastampton Twp. Shared Municipal Court
Vicinage:	Burlington
Position Title:	Deputy Court Administrator
Posting Date:	March 27, 2023
Deadline Date:	Open Until Filled
Salary Range:	\$39,166.46 - \$44,697.92

Position Description and Requirements

The Westampton Twp./Hainesport Twp./Eastampton Twp. Shared Municipal Court, County of Burlington, is seeking a qualified, self-motivated, and detailed-oriented individual for the position of Deputy Court Administrator, with good writing and communication skills, to work under the general direction of the Certified Municipal Court Administrator and the Municipal Court Judge of the Westampton Twp./Hainesport Twp./Eastampton Twp. Shared Municipal Court. The 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.

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. The candidate should also have experience in the monitoring of daily, weekly, and monthly reports, assisting in maintaining the courts two financial accounts and drafting correspondence, as necessary, 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.

Full accreditation/Certification by the State of New Jersey is preferred and will be required in accordance with NJ Court Rule 1:41-3. Applicants shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within three years of the hire date as set forth in the New Jersey Court Rules.

Candidates must comply with the Code of Conduct of Judiciary Employees. Also performs related duties, as assigned by Court Administrator.

Please send cover letter and resume via email to:

Ms. Jodie Termi, CMCA

Jodie.termi@njcourts.gov with a copy to

Burlington Vicinage Municipal Division

BurMunicipal.Mailbox@njcourts.gov

Westampton Twp./Hainesport Twp./Eastampton Twp. 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.