

Municipal Court Career Opportunity

MUNICIPALITY: WILLINGBORO TOWNSHIP MUNICIPAL COURT
VICINAGE: BURLINGTON
POSITION TITLE: DEPUTY COURT ADMINISTRATOR
POSTING DATE: APRIL 23, 2025
DEADLINE DATE: MAY 7, 2025
SALARY RANGE: \$48,312 - \$80,846 ANNUALLY

POSITION DESCRIPTION AND REQUIREMENTS

Willingboro Township in Burlington County is seeking one qualified, self-motivated, and detail-oriented individual for Deputy Municipal Court Administrator for the Willingboro Township Municipal Court. Interested candidates should possess excellent writing and verbal communication skills and the ability to provide a high level of customer service. Applicants must be able to work well independently and under the direction of the Certified Municipal Court Administrator and Municipal Court Judge. Responsibilities include but are not limited to processing complaints; on-call duties; answering inquiries from the public, employees, clients, attorneys, etc.; preparing, reviewing, evaluating and monitoring daily, weekly and monthly reports; accepting bail and pleas of guilty with payments; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the New Jersey Municipal Courts. Experience in court administration is preferred, including a strong working knowledge of the ATS/ACS, PCSam, eMACS, Promis Gavel, CCIS, Page Center/Web Reporting, Online Dispute Resolution (ODR) system, municipal eFiling system, and the Zoom and Microsoft Teams virtual platforms. Knowledge of case flow management and other computer applications are also a plus.

Applicants must be conditionally accredited upon hire, and in the position to become fully accredited within the time permitted pursuant to N.J.S.A. 2B:12-11, et al. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

EDUCATION:

Graduation from High School or Vocational High School, or possession of an approved High School Equivalency Certificate.

EXPERIENCE:

One (1) year 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.

NOTE: Current certification as a Municipal Court Administrator issued by the New Jersey Supreme Court pursuant to NJSA 2B:12-11 may be substituted for the indicated experience.

Please send resume to:

Loretta Anderson, Willingboro Township Acting HR Director, at the following email address:

landerson@willingboronj.gov with copy to: BurMunicipal.mbx@njcourts.gov

Willingboro Township is a NJ Civil Service Municipality and 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.**