

SUPERIOR COURT OF NEW JERSEY
SPECIAL CIVIL PART COUNTY OF
PASSAIC

JAIMIE BROGAN
CIVIL DIVISION MANAGER

MARIA VLAHOS
ASSISTANT CIVIL DIVISION MANAGER

CECILIA NARDONE
ASSISTANT CIVIL DIVISION MANAGER



PASSAIC COUNTY COURTHOUSE
77 HAMILTON STREET
PATERSON, NJ 07505
973-653-2910

**NOTICE OF SPECIAL CIVIL PART OFFICER APPOINTMENT
OPPORTUNITY**

Compensation: Special Civil Part Officers are unsalaried independent contractors whose income consists of statutory fees paid by litigants for service of process issued by the court. Special Civil Part Officers also retain a percentage of the money they collect pursuant to writs of execution against wages and chattels issued by the court and they receive fees for serving and executing warrants for removal issued by the court in tenancy actions.

Applications Accepted Through March 14, 2025

DESCRIPTION

Special Civil Part Officers are officers of the court. Their responsibilities include serving summonses and complaints in landlord/tenant actions and serving and executing warrants for removal in eviction cases as ordered by the court. Special Civil Part Officers also serve post-judgment papers issued by the court, such as chattel and wage executions, post and conduct sales of goods and chattels, remit execution proceeds to judgment creditors, and perform such other duties as may be directed by the court or required by statute, court rule or administrative directive.

REQUIREMENTS

Candidates must meet at least one of the following qualifications:

- a) The candidate shall have been employed for no fewer than three years by a New Jersey Court. Judiciary employees may apply for appointment as a Special Civil Part Officer but must resign from their Judiciary position if selected for appointment.
- b) The candidate shall have been employed on a full-time basis for no fewer than three years by an officer/process server of a New Jersey Court or by a bonded collection agency in the State of New Jersey in a managerial capacity.
- c) The candidate shall have been employed as a full-time law enforcement officer. All persons qualifying under this provision must have performed in their previous position, duties that were of an investigative nature, for a period of no less than three years.
- d) The candidate shall have successfully attained a Bachelor's degree from an accredited college with no fewer than 30 credits in criminal justice, business law and/or accounting.

In addition to meeting one of the aforementioned qualifications, the candidate must demonstrate all of the following:

- a) If the candidate intends to personally perform or oversee staff that will perform

the accounting functions associated with the position, the candidates ability to do so must be demonstrated. In the alternate, the candidate may utilize an accountant or accounting firm to perform the necessary accounting functions.

- b) The candidate must not have any outstanding judgments against him or her and must provide recent copies of credit reports and credit scores from three major credit reporting agencies: currently, Equifax, Experian and TRW.
- c) The candidate must not have a criminal record and must have a reputation for honesty in the community.
- d) The candidate must be able to obtain an initial \$100,000 bond. Thereafter, the candidate must be eligible for required increases in bonding as needed.
- e) The candidate must provide a business plan per Directive #01-15.

Candidates should submit a cover letter, current resume and a completed Special Civil Part Officer Candidate Information/Computerized Criminal History Authorization and Release Form by March 14, 2025 to:

Maria Vlahos, Assistant Civil Division Manager, Passaic County Superior Court, Special Civil Part, 77 Hamilton Street, Paterson New Jersey 07505

**THE JUDICIARY OF NEW JERSEY OBSERVES EQUAL
OPPORTUNITY/AFFIRMATIVE ACTION PRINCIPLES IN
APPOINTING SPECIAL CIVIL PART OFFICERS**



New Jersey Judiciary

Applicant Live Scan Fingerprint Background Check

NOTE: Live Scan fingerprint Operator must use "**Applicant Query**" Box on LiveScan screen. The "Applicant Query" must be used for Criminal Justice Employment background checks/purposes. There is **NO FEE** required with the use of this screen.

**This completed form must be presented to live scan operator
(Print All Answers to Questions)**

Originating Agency Identifier NJ016073J		Last Name		First Name		Middle Initial	
Date of Birth Year __ Month __ Day __		Social Security Number ____ - ____ - ____		State or Country of Birth		Country of Citizenship	
Alias/Maiden Name				Gender (check one) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary			
Race (check one) <input type="checkbox"/> A Asian/Pacific Islander (includes Asian Indian) <input type="checkbox"/> B Black <input type="checkbox"/> I Amerindian Indian/Alaska Native <input type="checkbox"/> U Unknown <input type="checkbox"/> W White (includes Hispanic/Spanish Origin)		Height ' '' ____	Weight ____	Eyes		Hair	
Reason Fingerprinted CJE – Criminal Justice Employment		Document Type XB		Employer New Jersey Judiciary – HR			
SBI Reponse Forwarded to: The Contributor / ORI Number Listed on the Front of this Form				Miscellaneous			

Certification That My Answers Are True

I have read and understand each of the above questions. My statements on this form, and any attachments to this form, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both.

Signature (sign in ink)

Date



New Jersey Judiciary
Special Civil Part Officer Candidate Information
Computerized Criminal History Authorization and Release Form

The form is to be completed by the Special Civil Part Officer candidate and submitted to the Assistant Civil Division Manager for the Special Civil Part together with a cover letter, current resume and a business plan.

Name _____ Date _____
Address _____ Apt. _____
City _____ State _____ Zip _____
Telephone No. _____ Email Address _____

Other Names Used by Candidate _____

Social Security Number _____ Driver's License # (include issuing state) _____

Candidates must not have any outstanding judgments against him/her and must submit recent copies of credit reports from the three major credit-reporting agencies.

I have never been convicted of, found guilty of or pled guilty to any crime or non-criminal offense, including disorderly or petty disorderly persons offenses, driving while intoxicated and offenses, except the following (check "None" or give details of each conviction and disposition; use and sign additional sheets if necessary):

- None
- Conviction and details _____

Computerized Criminal History Authorization and Release

I do hereby authorize a review and full disclosure of all records and information concerning myself regarding convictions for any crimes or non-criminal offenses, including but not limited to, disorderly or petty disorderly person's offenses and driving while intoxicated. I hereby release, discharge and exonerate the Judiciary, their agents and representatives, and any person so furnishing information pursuant to this Authorization and Release from any and all liability of every nature and kind arising out of the furnishing, inspection or collection of such documents, records and other information or the investigation made by the Judiciary. I understand that any information obtained through a comprehensive criminal history background investigation, which includes fingerprinting and examination of all non-expunged records, will be considered in determining my suitability for appointment as a Special Civil Part Officer by the Judiciary of the State of New Jersey. I have read and fully understand the contents of this Authorization and Release.

Signature

Date

Print Name