

# Municipal Court Career Opportunity

**MUNICIPALITY:** MAPLE SHADE TOWNSHIP MUNICIPAL COURT  
**VICINAGE:** BURLINGTON  
**POSITION TITLE:** MUNICIPAL COURT ADMINISTRATOR  
**POSTING DATE:** December 27, 2023  
**DEADLINE DATE:** January 24, 2023  
**SALARY RANGE:** \$60,000.00 - \$70,000.00 – Depending on Qualifications

---

## **POSITION DESCRIPTION AND REQUIREMENTS**

The Maple Shade Township Municipal Court in the County of Burlington is seeking a qualified, self-motivated, and detailed-oriented individual for the position of full-time municipal court administrator. This court is a low to medium-volume court with approximately 2,000 filings in 2022 and approximately 24 court sessions a year. Applicants must be able to work well independently and under the direction of the Municipal Court Judge.

Candidate must have experience in all aspects of court administration, case flow management, monitoring daily, weekly, and monthly reports, maintaining and reconciling the court's financial accounts, preparing evaluation reports, drafting correspondence and excellent customer service skills. Candidate must always operate 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.

Interested candidates should possess excellent written and communication skills. Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system, 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.

Applicants must be accredited as set forth in Rule 1:41-3 if not already certified 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.

Please send cover letter and resume via email to: **Susan Danson, Township Manager**  
**[twpmgr@mapleshade.com](mailto:twpmgr@mapleshade.com)**

with a copy to the Burlington Vicinage Municipal Division at: [BurMunicipal.Mailbox@njcourts.gov](mailto:BurMunicipal.Mailbox@njcourts.gov)

Maple Shade 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.