

Municipal Court Career Opportunity

MUNICIPALITY: Middle Township

VICINAGE: Vicinage 1 - Atlantic & Cape May County

POSITION TITLE: Municipal Court Administrator – Full Time

POSTING DATE: January 21, 2026

DEADLINE DATE: February 4, 2026

SALARY RANGE: Commensurate with Experience

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Middle is seeking a full-time qualified, self-motivated, and detail-oriented individual for the full-time position of Municipal Court Administrator.

Individuals must have proven management and supervisory skills to work under the general direction of the Municipal Court Judge. Court Administrator has charge of and performs quasi-judicial and administrative functions related to the operation of a municipal court, including, but not limited to, accepting payments/bail processing, complaint processing, responding to public inquiries, providing information to judges, attorneys, defendants, and other government agencies; preparing and reviewing daily, weekly and monthly report, drafting correspondence, performing data entry, managing municipal staff, responding promptly to Division inquiries and maintain the integrity of the judiciary; must comply with the New Jersey Rules of the Court, Administrative Directives, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts.

The selected individual must also have a strong background in case flow management and finances to analyze daily, weekly, and monthly statistical reports; prepare and submit local budgets; maintaining and reconcile the courts' financial accounts.

Exemplary verbal and written communication skills are required to provide professional, courteous assistance. Candidate must possess knowledge of various software applications, including but not limited to: Zoom, Microsoft Office, Outlook, and Excel. Applicants should have experience in all aspects of court administration, including a strong knowledge of Criminal Justice Reform, ATS/ACS computer system, MACS/PCSAM, PageCenter, Reports On Demand, eCDR, and eCourts, and reconciling the court's general and bail accounts. Virtual Court experience is preferred.

This is an exempt position with an annual salary plus an extensive benefits package. Applicant must have two (2) years 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. To be considered for appointment, the applicant must possess a Municipal Court Administrator certificate issued by the New Jersey Supreme Court.

Applications can be downloaded at <https://middletownship.com/jobs/> or picked up at the Township Hall.

Please email completed applications, letters of interest, and resumes to: Varvara Keun at vkeun@middletownship.com or by mail to: Township of Middle; Human Resources; 33 Mechanic Street, CMCH, NJ 08210.

Township of Middle is a Civil Service Community, an Equal Opportunity Provider and Employer

**** NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is **not** a State job posting.