

# Municipal Court Career Opportunity

**MUNICIPALITY:** Township of Montclair  
**COURTS:** Montclair Municipal Court  
**VICINAGE:** Essex County  
**POSITION TITLE:** Municipal Court Administrator  
**POSTING DATE:** March 17,2026

---

## POSITION DESCRIPTION AND REQUIREMENTS

**Overview:** The Township of Montclair is seeking a Municipal Court Administrator with an understanding of case flow management, an efficient working knowledge of the New Jersey ATS/ACS system, eMACS, and Page Center. Under the Municipal Court Judge, has charge of and performs quasi-judicial and administrative functions related to the operation of the municipal court; does related work as required.

**Duties:** Under the direction of the Municipal Court Judge, the MCA will have administrative charge of court operations, supervise staff and perform quasi-judicial functions. Duties and responsibilities include, but are not limited to:

- *Case processing including determining probable cause*
- *Responding to inquiries from the public and litigants*
- *Interacting with the public, attorneys and law enforcement officers*
- *Preparing and reviewing daily, weekly and monthly reports*
- *Drafting correspondence*
- *Data entry*
- *All phases of case management*
- Comply with New Jersey Rules of Court, administrative directives, laws and established policies and procedures governing the operation of the Municipal Court
- Responsible for maintaining and reconciling the court's financial accounts and budget

## **Experience and Requirements:**

High School graduate or equivalent. Bachelor's degree highly preferred; applicable experience may be considered in lieu of degree. Two (2) years or more experience in the administrative operations of a court, law enforcement agency, law office, or government agency, including the preparation and/or processing of legal documents. Thirty (30) college semester hour credits may be substituted for one (1) year of experience. Municipal Court Administrator Certification issued by the NJ Supreme Court, pursuant to NJSA 2C:12-11 is required. Successful candidate will possess excellent skills using MS Word, Edmunds, Primepoint, Excel, and Internet Explorer; must have excellent customer service, writing and communication skills, and be available to work our evening, court sessions.

**Salary Range:** \$80,214.00 - \$123,789.00; includes health benefits, PTO and state pension membership. Salary commensurate w/ experience.

**Important Notes:**

- 1. The Township will give preference to applicants possessing New Jersey Supreme Court certification.*
- 2. Applicants who are not certified by the New Jersey Supreme Court or in the process of obtaining certification, or who are not fully accredited pursuant to Rule 1:34-3 and 1:41-3e, must obtain conditional accreditation within six months of hire and become fully accredited within three years of hire.*
- 3. If not certified, the successful candidate may only be appointed on an interim basis which may be renewed annually on recommendation of the Municipal Court Judge for up to five (5) years during which time the selected candidate must become certified.*
- 4. A non-certified Municipal Court Administrator who fails to obtain conditional accreditation within the time frames provided above will be ineligible to remain in that title. The Municipal Court Administrator Certification Board may grant an extension of time upon a showing of good cause.*

**Apply:** Please apply online through the Township of Montclair website at: [www.montclairnjusa.org](http://www.montclairnjusa.org). Once you are on the website, please click on *On-line Services*.

**Closing Date:** This job posting will remain open until filled; the Township reserves the right to offer the position at any time during the recruitment process.

\*The above local job posting was submitted to the vicinage by the local municipality and is not a state job posting.\*

***The Township of Montclair is an Equal Opportunity Employer***