

Municipal Court Career Opportunity

MUNICIPALITY: Penns Grove Municipal Court
VICINAGE: Vicinage 15
POSITION TITLE: Municipal Court Administrator
POSTING DATE: May 10, 2024
DEADLINE DATE: June 1, 2024
SALARY RANGE: \$40,000 - \$48,000

POSITION DESCRIPTION AND REQUIREMENTS

The Penns Grove Municipal Court is seeking to hire a qualified individual to perform the duties of Municipal Court Administrator, under the direction of the Judge.

Candidates should possess excellent customer service skills and have experience in all aspects of court administration, including case flow management. Responsibilities include, but are not limited to, processing complaints, determining probable cause, interacting with citizens, attorneys and law enforcement officers; drafting correspondence, review and follow up of daily, weekly and monthly reports.

Candidates must comply with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts.

Applicants, who are not certified by the New Jersey Supreme Court or are not in the process of certification, must be willing to obtain conditional accreditation within 6 months of their appointment and full certification within 3 years.

Please submit resume w/cover letter and 3 references via email or regular mail by deadline to:

Sharon R. Williams, Municipal Clerk
Borough of Penns Grove
1 State Street, Penns Grove, NJ 08069

Or

swilliams@pennsgrove-nj.org

The Borough of Penns Grove is an Equal Opportunity Employer.

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