

Municipal Court Career Opportunity

MUNICIPALITY: MILLTOWN
VICINAGE: MIDDLESEX
POSITION TITLE: MUNICIPAL COURT ADMINISTRATOR
POSTING DATE: August 24, 2023
DEADLINE DATE: September 25, 2023
SALARY: SALARY COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Milltown is seeking a motivated, self-starter, with good writing and communication skills to work under the general direction of the Municipal Court Judge(s). Position is full time and includes a full benefit package. Candidate should have experience in court administration, case flow management, working knowledge ATS/ACS systems, MACS, Page Center and have excellent customer service skills for a very fast paced office. Responsibilities include but are not limited to answering queries from the public, employees, defendants; provides information and guidance to attorneys, defendants and community organizations; assists defendants with technical and procedural guidance, facilitates discussion among state, vicinage, and local management. Should have experience in the monitoring of daily, weekly and monthly reports, maintaining the court's financial accounts and drafting correspondence 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. Perform related duties as required. Applicants must be available for "on-call".

Applicants who have been awarded the title of Certified Municipal Court Administrator (CMCA) pursuant to N.J.S.A. 2B:12-11 are preferred. 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 R.1:41-3, must be willing to obtain conditional accreditation within six months of hire and become fully accredited within three years of hire date.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011. Please submit cover letter and current resume to:

Jeanette M. Larrison, BA/CFO Borough of Milltown
39 Washington Avenue, Milltown, NJ 08850 or email to:
jlarrison@milltownboro.com

And email a copy to the attention of:

Middlesex Vicinage Municipal Division Manager, Laura Schweitzer
laura.schweitzer@njcourts.gov

The Borough of Milltown is an 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.