

# Municipal Court Career Opportunity

<b>MUNICIPALITY:</b>	<b>City of Jersey City</b>
<b>VICINAGE:</b>	<b>Hudson</b>
<b>POSITION TITLE:</b>	<b>Deputy Municipal Court Administrator (Overnight Shift)</b>
<b>POSTING DATE:</b>	<b>04/24/2024</b>
<b>DEADLINE DATE:</b>	<b>05/10/2024</b>
<b>SALARY RANGE:</b>	<b>\$45,000 – commensurate with experience</b>

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The City of Jersey City is seeking to hire a qualified individual to perform the duties of Deputy Municipal Court Administrator. Under the direction of the chief judge and municipal court director, the deputy will perform quasi-judicial duties, including but not limited to all phases of case processing, printing court calendars, entering tickets, filing tickets, and pulling tickets and documents. In addition to entering dispositions, finding probable cause, and taking civilian complaints. Responsibilities will also include handling inquiries from the public via in-person, phone, and email. Assist with Central Booking as needed. Maintain court logs and data collection. Process all notices generated for traffic and criminal complaints, including but not limited to scheduling notices, failure to appear notices, warrant notices, and other administrative duties when needed.

Applicants who are fully accredited are preferred but not mandatory. Pursuant to New Jersey Court Rule 1:41-3, all newly appointed municipal court deputy administrators must obtain conditional accreditation within six months of the date of appointment and full accreditation within three years of the hire date. Applicants must have a high school diploma or equivalent and be willing to work the overnight shift, including weekends.

Required to adhere to the Code of Conduct for Judiciary Employees, directives, laws, and established policies and procedures governing the operation of the Municipal Court.

Please submit a cover letter and resume via regular mail or email by the deadline to:

Maureen Lizardo, Human Resources Representative  
City of Jersey City  
280 Grove Street  
Jersey City, NJ 07305  
[HR@jcnj.org](mailto:HR@jcnj.org)

The City of Jersey City 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.