

# Municipal Court Career Opportunity

**MUNICIPALITY:** Borough of Roseland

**VICINAGE:** Essex

**POSITION TITLE:** Municipal Court Administrator

**POSTING DATE:** May 8, 2024

**DEADLINE DATE:** May 24, 2024

**SALARY RANGE:** \$50,000-\$67,000 (COMMENSURATE WITH EXPERIENCE)

## POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Roseland Municipal Court is seeking to hire qualified, motivated, self-starter with good writing and communication skills to work under the general direction of the Municipal Court Judge. The successful candidate should have excellent customer service skills as well as experience in court administration, case flow management, working knowledge of ATS/ACS, MACS, and Page Center System as well as Microsoft Office, Excel and Google Sheets. Knowledge of Edmunds system is a plus.

Responsibilities include, but are not limited to: supervision of court staff, answering queries from the public, employees, and defendants; providing information and guidance to attorneys, defendants, and community organizations; facilitating discussion with state, vicinage, and local management; preparing, reviewing and monitoring daily, weekly, and monthly reports, maintaining and reconciling financial accounts of the court, drafting correspondence (including OPRA requests); and complying with the New Jersey rules of Court, Supreme Court Directives, laws, and established policies and procedures governing the operation of the Municipal Court. Plans arrangement for court sessions, assures that court room facilities and appropriate staff are available. Additionally, must be available to work Wednesday evening court sessions.

Candidates must either have been awarded the title of Certified Municipal Court Administrator pursuant to N.J.S.A. 2B:12-11, or needs to be accredited, or in a position to be conditionally accredited, within six months of the date of appointment pursuant to New Jersey Court Rule 1:41-3.

Please send resume with salary requirements by May 24, 2024 to:

Maureen Chumacas, Borough Administrator  
Borough of Roseland  
140 Eagle Rock Avenue  
Roseland, New Jersey, 07068

Or Email [mchumacas@roselandnj.org](mailto:mchumacas@roselandnj.org)

The Borough of Roseland 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.