

Municipal Court Career Opportunity

MUNICIPALITY: DUNELLEN MUNICIPAL COURT

VICINAGE: MIDDLESEX COUNTY

POSITION TITLE: Deputy Court Administrator

POSTING DATE: 10-11-2016

DEADLINE DATE: 10-24-2016

SALARY RANGE: \$30,000.00

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Dunellen is seeking to hire a Deputy Court Administrator with experience in case flow management, ATS/ACS systems, MACS, and Page Center. Candidate must have **excellent** customer service, writing, and communication skills; must be motivated and a self-starter for this court to work under the general direction of the Municipal Court Judge and the Certified Municipal Court Administrator.

Minimum of 2 years municipal court experience. Must have completed all POMCA levels.

Responsibilities include but are not limited to:

- oversight of all court functions, including court sessions and available for Wednesday night court sessions
- responding to inquiries from public and litigants
- providing information and guidance to attorneys, defendants and community organizations
- assisting defendants with technical and procedural issues
- reviewing and monitoring daily, weekly and monthly reports
- ensuring compliance with the New Jersey Rules of Court, Supreme Court Directives, laws established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.
- drafting correspondence;

Please send resume with salary requirements by October 24, 2016 to:

Theresa M. Crisafulli, CMCA
355 North Ave
Dunellen, NJ 08812
Fax: 732-968-3576

No phone calls.

The Dunellen Township 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.