

Municipal Court Career Opportunity

Classified Career Opportunity Announcement (Provisional Appointment)

COURT: Municipal Court of Millburn
VICINAGE: Essex
POSITION TITLE: Municipal Court Administrator
SALARY RANGE: \$79,011-\$106,544
POSTING DATE: October 12, 2016
CLOSING DATE: October 26, 2016

DESCRIPTION: Under the direction of a Municipal Court Judge, the Municipal Court Administrator performs quasi-judicial, administrative, supervisory, financial and clerical duties related to the operation of a municipal court. The successful candidate will supervise staff, be able to work day and evening shifts as needed, and implement court rules, policies and procedures as promulgated by the Administrative Office of the Courts. The MCA performs other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from High school or Vocational High School or High School Equivalency Examination.

EXPERIENCE: Two (2) years of experience in work related to the administrative operation of a court, law enforcement agency, law firm, or government agency, including the preparation and /or processing of legal documents.

Current certification as a Municipal Court Administrator issued by the New Jersey Supreme Court pursuant to NJSA 2B:12-1 et al is required. (See Notes)

DRIVER'S LICENSE: Appointee may be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

AUTHORIZATION TO WORK: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

NOTES:

1. The selected applicant will be appointed provisionally. To be permanently appointed under Civil Service, the selected applicant must file for the New Jersey Department of Personnel open competitive examination for this title when offered and be reachable on the resulting list for appointment.
2. If not certified, the successful candidate may only be appointed on an interim basis which may be renewed annually on recommendation of the Municipal Court Judge for up to three (3) years during which time the selected candidate must become certified.
3. If not certified or fully accredited, the successful candidate must earn conditional accreditation within six (6) months and full accreditation within three (3) years of appointment pursuant to R.1:41-3.
4. Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information.

INFORMATION FOR APPLICANTS

Applicants should submit a cover letter and resume with both day and evening telephone numbers and e-mail address to:

Mr. Alexander McDonald,
Business Administrator
Township of Millburn
375 Millburn Avenue
Millburn, New Jersey 07041
Or Email

administrator@millburntp.org

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