

Municipal Court Career Opportunity

VICINAGE: OCEAN COUNTY
MUNICIPALITY: BEACHWOOD
POSITION TITLE: DEPUTY MUNICIPAL COURT ADMINISTRATOR
POSTING DATE: SEPTEMBER 20, 2024
DEADLINE DATE: OCTOBER 3, 2024
SALARY RANGE: \$ 49,671.00

POSITION DESCRIPTION AND REQUIREMENTS

The Beachwood Municipal Court is seeking to hire a Deputy Municipal Court Administrator with an understanding of supervisory management, case flow management, working knowledge of ATS/ACS systems, MACS, and Page Center is a plus. Candidate must have excellent customer service, writing, and communication skills; be motivated and a self-starter for this court to work under the general direction of the Municipal Court Administrator and Municipal Court Judge. Full accreditation/certification by the State of New Jersey is preferred and will be required in accordance with NJ Court Rule 1:41-3. Applicants shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within three years of the hire date as set forth in the New Jersey Court Rules. Perform related duties as required. Candidates must comply with the Code of Conduct of Judiciary Employees.

Responsibilities include but are not limited to,

- oversight of all court functions, including court sessions and calendaring
- responding to inquiries from public and litigants
- providing information and guidance to attorneys, defendants, and community organizations
- assisting defendants with technical and procedural issues
- facilitating discussion between vicinage, state, and local authorities
- reviewing and monitoring daily, weekly, and monthly management reports
- responsible for maintaining the court's two financial accounts
- ensuring 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.
- drafting correspondence.

Please submit cover letter and resume via email to:

Borough of Beachwood

Susan A. Minock, RMC – Borough Clerk-Administrator

Email: sminock@beachwoodusa.com

Mailing Address: 1600 Pinewald Road, Beachwood, NJ 08722

Fax: 732-286-6007

NO PHONE CALLS, PLEASE

BEACHWOOD 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.