

# Municipal Court Career Opportunity

**MUNICIPALITY:** CITY OF ABSECON  
**VICINAGE:** ATLANTIC/CAPE MAY  
**POSITION TITLE:** PART-TIME DEPUTY MUNICIPAL COURT ADMINISTRATOR  
**POSTING DATE:** JANUARY 22, 2025  
**DEADLINE DATE:** FEBRUARY 22, 2025  
**SALARY RANGE:** COMMENSURATE WITH EXPERIENCE

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## POSITION DESCRIPTION AND REQUIREMENTS

The City of Absecon is seeking a qualified, self-motivated, and detail-oriented individual for the part time position of Deputy Court Administrator. Interested candidates should possess excellent writing and verbal communication skills and the ability to provide a high level of customer service. Applicants must be able to work well independently and under the direction of the Municipal Court Judge and Certified Municipal Court Administrator.

Responsibilities include but are not limited to processing criminal complaints, traffic tickets, as well as answering inquiries from the public, clients, and attorneys; preparing, reviewing, and monitoring daily reports; accepting bail and processing payments; complying with the New Jersey Rules of the Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the New Jersey Municipal Courts. Experience in Court Administration is preferred, including a strong working knowledge of the ATS/ACS, PCSAM, EMACS, Promis Gavel, CCIS, Page Center/Web reporting, Online Dispute Resolution system, Municipal eFiling system, and Zoom and Microsoft Teams platforms. Knowledge of case flow management and other computer applications are a plus.

This part-time position will average 28 hours per week, flexible schedule, must work Monday evenings for court.

Please send resume and cover letter via email to: [Merrilee.carlson@njcourts.gov](mailto:Merrilee.carlson@njcourts.gov) or via mail to: City of Absecon Attn.: Merrilee Carlson, CMCA, 500 Mill Road, Absecon, NJ 08201.

THE CITY OF ABSECON 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.