

Municipal Court Career Opportunity

MUNICIPALITY: Bedminster, Bernards Twp, Bernardsville and Peapack-Gladstone Shared Court

VICINAGE: Somerset/Hunterdon/Warren Vicinage 13

POSITION TITLE: Deputy Court Administrator
Full Time

POSTING DATE: October 17, 2024

DEADLINE DATE: November 18, 2024

SALARY RANGE: \$60,000 annually

POSITION DESCRIPTION AND REQUIREMENTS

The Bedminster Township Shared Municipal Courts are seeking a qualified individual for the position of Deputy Municipal Court Administrator. Applicants must have excellent customer service skills, attention to details, organization and self-motivation are necessary. Successful candidate will work under the general direction of the Municipal Court Judge and Municipal Court Administrator. Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system, eMACS, PCSAM, Municipal Case Resolution, eCourts, eCourts Expungement System, Reports on Demand and PageCenter. Experience in case flow management, other computer applications, video communications and virtual court platforms are a plus.

Responsibilities include but are not limited to: answering queries from the public, employees, clients, attorneys, supervising staff; preparing, reviewing and monitoring daily, weekly and monthly reports; evaluating reports; drafting correspondence; performing data entry; complying 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.

Candidates must be accredited, certified by the New Jersey Supreme Court, or in the process of obtaining accreditation, per N.J. Court Rule 1:41-3.

Please submit cover letter and current resume by or before November 18, 2024:

Daniela Cordero, CMCA
Court Administrator
Daniela.cordero@njcourts.gov

and Ellen Marinaccio, CMCA
Municipal Division Manager – Vicinage 13
Ellen.marinaccio@njcourts.gov

****No telephone calls, please****

When submitting your resume and cover letter, kindly reference the name of municipality.

The Township of Bedminster 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.