Municipal Court Career Opportunity

MUNICIPALITY: **Borough of Bergenfield**

VICINAGE: **Bergen Vicinage**

POSITION TITLE: **Full Time Municipal Court Administrator**

POSTING DATE: **November 6, 2024**

DEADLINE DATE: **December 2, 2024**

SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Bergenfield is seeking a motivated, self-starter, with good writing and communication skills to work under the general direction of Municipal Court Judge. Candidate should have experience in court administration, case flow management, working knowledge of PCSAM, e-MACS, Web Reporter, Enterprise Portal systems, Page Center, Expungement portal, Zoom and Teams, and have excellent customer service skills. Responsibilities include, but are not limited to, answering queries from public, employees, defendants; provides information and guidance to attorneys, defendants and community organizations; assist defendants with technical and procedural guidance, facilitate discussion among state, vicinage, and local management, prepares, reviews and monitors daily, weekly and monthly reports, responsible for maintaining the courts two financial accounts, and evaluation reports, draft correspondence, 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. Certification by the State of New Jersey is required.

Please submit cover letter and current resume to:

Corey Gallo, Borough Administrator
198 North Washington Ave., Room 307
Bergenfield, NJ 07621-1352
E-mail: CGallo@bergenfieldnj.gov

Copy to the Attention of Brendis Montijo-Wrigley, Municipal Division Manager
E-mail: BERMunicipal.mailbox@njcourts.gov

NO PHONE CALLS, PLEASE

The Borough of Bergenfield 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.