

Municipal Court Career Opportunity

MUNICIPALITY: Bridgeton Joint Municipal Court (Cumberland County)

VICINAGE: Cumberland/Gloucester/Salem

POSITION TITLE: Deputy Municipal Court Administrator – Full Time

POSTING DATE: March 3, 2025

DEADLINE DATE: March 29, 2025

SALARY RANGE: Commensurate with Experience

POSITION DESCRIPTION AND REQUIREMENTS

The Bridgeton Joint Municipal Court, located in Cumberland County, is seeking a qualified individual to serve as Deputy Court Administrator. The Candidate must be an accredited Deputy Court Administrator, certified, or in the process of being certified.

Candidate must have a minimum of 1-2 years supervisory experience with specific municipal court experience in court administration, case flow management, working knowledge of ATS/ACS/MACS/PCSAM systems, reconciling accounts and excellent customer service skills.

Responsibilities include, but are not limited to, all aspects of case processing, entering tickets, accepting payments, scheduling, accepting citizen complaints, providing information and assisting litigants, attorneys and all court customers. Review and monitor daily, weekly and monthly reports. Comply with the New Jersey Rules of Court, Supreme Court directives, laws and establish policies and procedures governing the operation of the Municipal Courts. Perform related duties as required. The successful candidate, if not accredited, will also be required to attend Principles of Municipal Court Administration classes.

Please submit letter of interest, employment application, and resume to Kevin Rabago, City of Bridgeton Business Administrator via email, at mazzolaA@cityofbridgeton.com or mail to the City of Bridgeton at 181 East Commerce Street, Bridgeton NJ 08302.

The City of Bridgeton 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.