

Municipal Court Career Opportunity

MUNICIPALITY: BURLINGTON CITY/BURLINGTON TWP. SHARED MUNICIPAL COURT
VICINAGE: BURLINGTON
POSITION TITLE: DEPUTY COURT ADMINISTRATOR
POSTING DATE: FEBRUARY 04, 2025
DEADLINE DATE: FEBRUARY 21, 2025
SALARY RANGE: \$21.61-\$34.01 Hourly

POSITION DESCRIPTION AND REQUIREMENTS

Burlington Township is seeking a qualified, self-motivated, and detail-oriented individual for the full-time position of deputy municipal court administrator in the Burlington City/Burlington Township Shared Municipal Court. Position salary is set by union contract with annual increases, health and other benefits. Candidate must possess a high school diploma.

Responsibilities include but are not limited to: processing complaints; on-call duties; answering inquiries from the public, employees, clients, attorneys, etc.; preparing, reviewing, evaluating and monitoring daily, weekly and monthly reports; accepting bail and pleas of guilty with payments; drafting correspondence; complying with the New Jersey Rules of 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 working knowledge of the ATS/ACS, PCSAM, eMACS, Promis Gavel, CCIS, Page Center/Web Reporting, Online Dispute Resolution (ODR) system, municipal eFiling system, and the Zoom and Microsoft Teams virtual platforms. Knowledge of case flow management and other computer applications are also a plus.

Unaccredited applicants shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within 3 years of the hire date as set forth in the New Jersey Court Rules. Applicants who are presently conditionally accredited, must meet all training requirements to become fully accredited within 3 years from the date of appointment pursuant to NJSA 2B:12-11 pursuant to NJ Court Rule 1:41-3.

Please send resume and cover letter via email to:
Stacey Schwoebel, Human Resource Office, Svail@twp.burlington.nj.us

with a copy to: BurMunicipal.Mailbox@njcourts.gov

Burlington Township 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.**