

# Municipal Court Career Opportunity

**MUNICIPALITY:** Central Municipal Court of Bergen County  
**VICINAGE:** Bergen Vicinage  
**POSITION TITLE:** Municipal Court Administrator  
**POSTING DATE:** November 4, 2024  
**DEADLINE DATE:** December 2, 2024  
**SALARY RANGE:** COMMENSURATE WITH EXPERIENCE

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## POSITION DESCRIPTION AND REQUIREMENTS

The Central Municipal Court of Bergen County 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 ATS/ACS, MACS, PCSam; ODR, eCourts and PageCenter systems, ZOOM and Microsoft TEAMS would be helpful, but not required 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:

[resume@bergencountynj.gov](mailto:resume@bergencountynj.gov)

E-mail copy to the Attention of Brendis Montijo-Wrigley, Municipal Division Manager

E-mail: [BERMunicipal.mailbox@njcourts.gov](mailto:BERMunicipal.mailbox@njcourts.gov)

## **NO PHONE CALLS, PLEASE**

The County of Bergen and Central Municipal Court of Bergen County is an Equal Opportunity Employer.

**\*\* NOTE:** Candidates must be accredited as set forth by the NJ Court Rule 1:41-3. The hiring process will comply with the New Jersey Court Rule 1:34-3, adopted September 13, 2011.

**\*\* NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is **not** a State job posting.