

Municipal Court Career Opportunity

MUNICIPALITY: Borough of Dunellen Municipal Court
VICINAGE: Middlesex County

POSITION TITLE: Deputy Municipal Court Administrator

POSTING DATE: March 21, 2025
DEADLINE DATE: April 22, 2025

SALARY: \$45,000 - \$60,000 (Commensurate with Experience)

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Dunellen Municipal Court is seeking to hire a qualified individual with municipal court experience for the position of Deputy Municipal Court Administrator. The successful candidate will work under the direction of the Municipal Court Judge and Court Administrator. Candidate must have excellent customer service and oral/written communication skills, a great work ethic, and be a motivated self-starter.

Applicants should have experience in all aspects of court administration, including a strong working knowledge of Criminal Justice Reform, ATS/ACS, e-MACS/PCSAM, Page Center, Reports on Demand, e-CDR, and e-Courts. Virtual Court Experience is preferred. Experience in case flow management and reconciliation of the court's general and bail accounts is a plus.

Responsibilities include but are not limited to accepting payments/bail processing; determinations of Probable Cause; complaint processing, responding to public inquiries, providing information to attorneys, defendants and other government agencies; preparing and reviewing daily, weekly and monthly reports, drafting correspondence, performing data entry, managing municipal staff, responding promptly to Division inquires, and quality customer service. Perform related duties as required.

Selected candidate must comply with the New Jersey Rules of the Court, Policies and Directives, Supreme Court Directives, and laws and established policies and procedures governing the operation of the Municipal Courts. Selected candidate must also comply with the Judiciary Code of Conduct and maintain the integrity of the Judiciary.

Candidates MUST have Municipal Court experience to be considered. Candidates who are not accredited must be willing to obtain full accreditation (*i.e.*, completing Levels I - IV of the Principles of Court Administration training) the within three years of hire, as set forth in the Rule 1:41-3.

The hiring process will comply with Rule 1:34-3 adopted September 13, 2011.

Please submit a cover letter and resume by 11:59PM on April 22, 2025, to:

<https://docs.google.com/forms/d/1HFR9X8illRXVSxLiqYqGal24YKkDslgGwltgkmyofB8/edit?ts=66980531>, with an e-mail copy (subject: "Dunellen Deputy Court Administrator") to Laura Schweitzer at: Laura.Schweitzer@njcourts.gov.

The Borough of Dunellen 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.