

# Municipal Court Career Opportunity

**MUNICIPALITY:** Borough of Dunellen Municipal Court  
**VICINAGE:** Middlesex County

**POSITION TITLE:** Municipal Court Administrator

**POSTING DATE:** February 7, 2025  
**DEADLINE DATE:** February 28, 2025

**SALARY:** \$65,000 - \$80,000

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## POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Dunellen Municipal Court is seeking to hire a qualified individual for the position of Municipal Court Administrator. The successful candidate will work under the direction of the Municipal Court Judge. Candidate must also have excellent organizational, customer service, writing and verbal communication skills, be a motivated self-starter and adhere to a flexible work schedule, including evenings, to accommodate the operations of the Court.

Applicants should have experience in all aspects of court administration, including a strong working knowledge of Criminal Justice Reform, ATS/ACS computer system, e-MACS/PCSAM, Page Center, Reports On Demand, eCDR, eCourts, and reconciling the court's general and bail accounts. Virtual Court experience and experience in case flow management are a plus.

Responsibilities include, but are not limited to accepting payments/bail processing; determination of Probable Cause; complaint processing, responding to public inquiries, providing information to attorneys, litigants 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, adjusting operational duties as needed due to facilities management, and maintaining the integrity of the Judiciary; must have working knowledge of court financial records; must comply with the New Jersey Rules of the Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

**Candidates should have a minimum of 2 years of Municipal Court experience** Candidates who are not certified must be willing to obtain full certification within five (5) years of hire, as set forth in the Rule 1:41-3.

Must comply with requirements set forth under New Jersey Civil Service Commission Title 07795 for Municipal Court Administrator. A full copy of the job requirements may be found under <https://info.csc.state.nj.us/jobspec/07795.htm>

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 February 28, 2025, to:**

<https://docs.google.com/forms/d/1HFR9X8ilIRXVSxLiqYqGal24YKkDslgGwItgkmyofB8/edit?ts=66980531>, with an e-mail copy (subject: "Dunellen Court Administrator") to Laura Schweitzer, MDM at: [Laura.Schweitzer@njcourts.gov](mailto: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.