

Municipal Court Career Opportunity

MUNICIPALITY:	EVESHAM TOWNSHIP MUNICIPAL COURT
VICINAGE:	BURLINGTON
POSITION TITLE:	DEPUTY COURT ADMINISTRATOR
POSTING DATE:	SEPTEMBER 6, 2024
DEADLINE DATE:	OCTOBER 4, 2024
SALARY RANGE:	\$23.00 per hour depending on qualifications
SCHEDULE:	Monday through Friday, 8:30 a.m. to 4:30 p.m.

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Evesham in the County of Burlington is seeking a qualified, self-motivated, and detail-oriented individual for the position of Deputy Municipal Court Administrator for the Evesham Municipal Court. Interested candidates should possess excellent writing and verbal communication skills and the ability to provide a high level of customer service. Applicants must be able to work well independently and under the direction of the Certified Municipal Court Administrator and Municipal Court Judge.

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.

Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system, PCSam, eMACS and Page Center. Experience in case flow management and other computer applications are a plus. Candidate should also have knowledge and understanding of Criminal Justice Reform. Experience in case flow management and other computer applications are a plus.

Accredited candidates are preferred but not mandatory. Pursuant to N.J.S.A. 2B:12-11, et al, all newly appointed deputy municipal court administrators who are not fully accredited or certified must obtain conditional accreditation within six months of the date of appointment, and full accreditation within three years of the date of appointment. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please send cover letter and resume via email to:
HR@evesham-nj.gov

with a copy to:
Burlington Vicinage Municipal Division
BurMunicipal.Mailbox@njcourts.gov

Evesham 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.**