

Municipal Court Career Opportunity

MUNICIPALITY: TOWNSHIP OF HILLSIDE
VICINAGE: UNION
POSITION TITLE: COURT ADMINISTRATOR
POSTING DATE: FEBRUARY 27, 2025
DEADLINE DATE: MARCH 21, 2025
SALARY RANGE: \$65,000 - \$85,000

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Hillside is seeking a full-time qualified, self-motivated, and detail-oriented individual for the full-time position of Municipal Court Administrator. Individuals must have proven management and supervisory skills to work under the general direction of the Chief Municipal Court Judge. Court Administrator has charge of and performs quasi-judicial and administrative functions related to the operation of a municipal court, including, but not limited to, accepting payments/bail processing, complaint processing, responding to public inquiries, providing information to judges, attorneys, defendants, and other government agencies; preparing and reviewing daily, weekly and monthly report, drafting correspondence, performing data entry, managing municipal staff, responding promptly to Division inquiries and maintain the integrity of the judiciary; must comply with the New Jersey Rules of the Court, Administrative Directives, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts.

The selected individual must also have a strong background in case flow management and finances to analyze daily, weekly, and monthly statistical reports; preparing and submitting local budgets; maintaining and reconciling the court's financial accounts. Exemplary verbal and written communication skills are needed to provide professional and courteous assistance.

Candidate must possess knowledge of various software applications, including but not limited to: Zoom, Microsoft Office Suite, Outlook and should have experience in all aspects of court administration, including a strong knowledge of Criminal Justice Reform, ATS/ACS computer system, MACS/PCSAM, Page Center, Reports On Demand, eCDR, eCourts and financial reconciliation. Virtual Court Experience is preferred. Applicant must have three (3) years of experience in work related to the administrative operation of a court, law enforcement agency, law office or government agency, including the preparation and/or processing of legal documents.

Candidates must either be a Certified Municipal Court Administrator designated by the New Jersey Supreme Court, or in the process of obtaining certification. Appointment to this position will be made in accordance with N.J.S.A. 2B:12-11 and applicable rules. The hiring process will comply with NJ Courts Rule 1:34-3, adopted September 13, 2011.

Candidates must be accredited as set forth in R. 1:41-3. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011

Please submit cover letter and resume with salary requirements with Court Administrator in the subject line via email to: Dionne Wade, HR Coordinator, Township of Hillside at dwade@hillsidenj.us and Delsy Gulino, Municipal Division Manager, Union Vicinage – Municipal Division at unnmunihelp.mbx@njcourts.gov

****No Phone Calls Please****

Hillside 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.