

Municipal Court Career Opportunity

MUNICIPALITY: LITTLE FALLS

VICINAGE: PASSAIC

POSITION TITLE: DEPUTY MUNICIPAL COURT ADMINISTRATOR

POSTING DATE: December 11, 2024

DEADLINE DATE: December 20, 2024

SALARY RANGE: \$35,000.00 - \$55,000.00 – Commensurate with experience

POSITION DESCRIPTION AND REQUIREMENTS

Deputy Court Administrator (Full time) - The municipal court of the Township of Little Falls is seeking a qualified individual to fill the vacancy of Deputy Court Administrator. The qualified candidate must have experience in all aspects of court administration, including a strong working knowledge of ATS/ACS, PCSam and Page Center computer systems. Candidate must also have strong financial skills in managing the general and bail accounts. Excellent customer service skills, attention to details, organization and self-motivation are necessary. Office hours are 8:30 a.m. to 4:30 p.m. Candidates must be available for court sessions. The successful candidate will work under the general direction of Municipal Court Judge and the Municipal Court Administrator.

Responsibilities will include but are not limited to answering inquiries from internal and external court users; preparing, reviewing and monitoring daily, weekly and monthly reports evaluating reports; drafting correspondence; docketing tickets/complaints, accepting payments and bail, scheduling cases, preparing certified dispositions, filing, data entry; complying with the New Jersey Rules of the Court, directives, laws and established policies and procedures governing the operations of the Municipal Courts of New Jersey.

As some of the court sessions are conducted virtually, candidates with experience operating video conferencing platforms such as a ZOOM and/or Microsoft TEAMS is preferred but not required.

Candidates must be accredited as set forth by the NJ Rules of Court, 1:41-3. The hiring process will comply with N.J. Court Rule 1:34-3, adopted September 3, 2011.

Please submit cover letter and resume to:

Hon. Ernest P. Fronzuto, JMC

E-mail: ernest.fronzuto@njcourts.gov

The Township of Little Falls 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.