

Municipal Court Career Opportunity

MUNICIPALITY: Municipal Court of Livingston
VICINAGE: Essex County
POSITION TITLE: Court Administrator
POSTING DATE: December 17, 2024
DEADLINE DATE: January 5, 2025
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Livingston Municipal Court, located in Essex County, is seeking a Court Administrator for the operation of the Municipal Court. The qualified candidate will work under the administrative direction of the Administrative Office of the Courts and the Township of Livingston Township Manager.

Responsibilities for this position include but are not limited to, excellent verbal and written communication skills. Ability to process bail and complaints, responding to public inquiries, drafting correspondence, data entry, managing municipal staff, cash flow management, analyze daily, weekly, and monthly statistical reports, prepare/submit local budgets; and maintain/reconcile financial accounts and records.

Applicants who are not certified by the New Jersey Supreme Court or are not in the process of certification, must be willing to obtain conditional accreditation within 6 months of their appointment and full certification within 5 years.

The successful candidate must comply with the Judiciary's Code of Conduct and all New Jersey Rules of the Court, Supreme Court directives, laws and established policies and procedures governing the operation of the Municipal Court.

Please submit resume with cover letter and 3 references via email or regular mail by the deadline with salary requirements by January 5, 2025 to:

**Township of Livingston
357 South Livingston Avenue, Livingston, NJ 07039
Attention: Human Resources Dept. – Kathy Boffa**

OR

Email: employment@livingstonnj.org

Livingston 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.