

Municipal Court Career Opportunity

MUNICIPALITY: Town of Morristown
VICINAGE: Morris / Sussex
POSITION TITLE: Municipal Court Administrator
POSTING DATE: March 31, 2025
CLOSING DATE: April 11, 2025
SALARY RANGE: \$82,000 to \$113,000

POSITION DESCRIPTION AND REQUIREMENTS

MUNICIPAL COURT ADMINISTRATOR (FULL TIME) – TOWN OF MORRISTOWN, Morris County. Morristown is seeking to hire a qualified individual for the position of Municipal Court Administrator with at least five years of Municipal Court experience with proven management and supervisory skills. Candidate selected for the position should have detailed knowledge of state laws, rules, regulations, policy and procedures that apply to the administration of the Municipal Court; skilled at analyzing daily, weekly and monthly statistical reports; preparing and submitting local and county budgets; maintaining and reconciling court's financial account. Candidate must be highly motivated with excellent writing and communication skills who will implement innovative office strategies and have strong interpersonal and customer service skills with the ability to multitask. As most court sessions are conducted virtually, candidates with experience operating video conferencing platforms such as ZOOM and or Microsoft TEAMS is preferred.

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 Court Rule 1:34-3 adopted September 13, 2011.

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

Please submit cover letter and résumé to:

Jillian Barrick, Business Administrator at mtemployment@townofmorristown.org

and

Rebecca Muller, Morris/Sussex Municipal Division Manager at Rebecca.Muller@njcourts.gov

by or before April 11, 2025. **No telephone calls, please.**

The Town of Morristown 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 listing.