

# Municipal Court Career Opportunity

**MUNICIPALITY:** MOUNT HOLLY MUNICIPAL COURT  
**VICINAGE:** BURLINGTON  
**POSITION TITLE:** DEPUTY COURT ADMINISTRATOR (FULL TIME)  
**POSTING DATE:** 1/6/2025  
**DEADLINE DATE:** 1/18/2025  
**SALARY RANGE:** \$35,000.00 - \$45,000.00

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## POSITION DESCRIPTION AND REQUIREMENTS

Mount Holly Township in Burlington County is seeking one qualified, self-motivated, and detail-oriented individual for Deputy Municipal Court Administrator for the Mount Holly Township 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. Experience in court administration is preferred, including a strong working knowledge of the ATS/ACS, PCSam, eMACS, Promis Gavel, CCIS, Page Center/Web Reporting, Online Dispute Resolution (ODR) system, municipal eFiling system, and the Zoom and Microsoft Teams virtual platforms. Knowledge of case-flow management and other computer applications are also a plus.

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Applicants must be conditionally accredited upon hire, and in the position to become fully accredited within the time permitted pursuant to N.J.S.A. 2B:12-11, et al. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please send resume to:  
Jaime Wisniewski, Court Administrator  
Email Address: [jaime.wisniewski@njcourts.gov](mailto:jaime.wisniewski@njcourts.gov)  
With cc to: [BurMunicipal.mbx@njcourts.gov](mailto:BurMunicipal.mbx@njcourts.gov)

**\*\*NOTE: The above local job posting was submitted to the vicinage by the local municipality and is not a State job posting.**