

Municipal Court Career Opportunity

MUNICIPALITY: Township of Mt. Olive
VICINAGE: Morris / Sussex
POSITION TITLE: Deputy Court Administrator (Full-time)
POSTING DATE: February 19, 2025
DEADLINE DATE: March 7, 2025
SALARY RANGE: Commensurate with Experience

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Mt. Olive is seeking to hire a qualified individual for the position of fulltime Deputy Court Administrator to staff the Shared Court of Mt. Olive and Netcong. The qualified candidate must have experience in all aspects of court administration, including a strong working knowledge of the PCSam/Page Center/ eMACS computer system. Excellent customer service skills, attention to detail, organization, and self-motivation are necessary. Office hours are Monday – Friday, 8:30 am to 4:30 pm. Court sessions are Tuesdays @ 1:30 P.M. Candidate must be available to work into the early evening.

Responsibilities include docketing tickets/complaints, accepting fine payments and bail, scheduling cases, issuing warrants, preparing certified dispositions, filing, data entry, and other related duties.

Court Sessions are conducted virtually, candidates with experience operating video conferencing platforms such as Zoom and/or Microsoft Teams is strongly preferred.

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 resume to:

Mary Sherman, CMCA, Mt. Olive/ Netcong Shared Municipal Court Administrator
Mary.Sherman@njcourts.gov

Rebecca Muller, Municipal Division Manager
Rebecca.Muller@njcourts.gov

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

Mt. Olive 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.