

Municipal Court Career Opportunity

MUNICIPALITY: City of Ocean City
VICINAGE: Atlantic/Cape May
POSITION TITLE: Deputy Municipal Court Administrator
POSTING DATE: 3/31/2025
DEADLINE DATE: 4/15/2025
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The municipal Court is seeking to hire a Deputy Municipal Court Administrator who will assist the Municipal Court Administrator in supervising and/or performing quasi-judicial and administrative functions related to the operation of the municipal court. The Deputy will assign duties to court personnel and will help in the supervision and evaluation of their performance. The Deputy will help provide instructions to court staff on activities related to the implementation of court rules, state statutes, local ordinances, and local court policies. Will participate in case processing, including the determination of whether a summons or warrant should be issued, interacting with defendants, witnesses, attorneys, docketing, recording payments/fines, scheduling trial calendars, operating recording machine during court proceedings. Accepts complaints and takes oaths. Attests to court writs, processes, commitments, search warrants, bench warrants, and subpoenas. May receive and disburse bail, fines, costs and other court revenues.

Please send resume with salary requirements by April 15, 2025 to: ewoods@ocnj.us
or by US mail to: Elizabeth Woods, 861 Asbury Avenue, 3rd Fl, Ocean City, NJ 08226

The City of Ocean City 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.