

Municipal Court Career Opportunity

MUNICIPALITY: CITY OF PASSAIC

VICINAGE: PASSAIC VICINAGE

POSITION TITLE: DEPUTY COURT ADMINISTRATOR – FULL-TIME

POSTING DATE: December 30, 2024

DEADLINE DATE: January 31, 2025

SALARY RANGE: \$48,914.00-\$58,140.00

POSITION DESCRIPTION AND REQUIREMENTS

The City of Passaic is seeking a motivated, self-starter with good writing and communication skills to work under the general direction of the Municipal Court Judge and Court Administrator. Candidates must have experience in case flow management, working knowledge of MAC/ATS/ACS systems, the Criminal Justice Reform Act, understand the role of pre-trial services, analyzing and understanding the probable cause review process, understand the Zoom remote hearing platform, and possess excellent interpersonal and customer service skills. Responsibilities include but are not limited to: answering queries from public, employees, and litigants; providing information and guidance to attorneys, litigants and community organizations; assisting litigants with technical and procedural issues; facilitating communication among state, vicinage, and local management; preparing, reviewing and monitoring daily, weekly and monthly reports; drafting correspondence; coordinating activities of case scheduling and tracking to ensure timely case processing; processing and review complaints for probable cause determination, work with the county pre-trial services department, host remote court sessions via Zoom, comply with the New Jersey Court Rules, New Jersey Supreme Court directives, laws, and established policies and procedures governing the operation of the Municipal Courts; and to perform related duties as required.

Special Note: Effective September 13, 2011, Pursuant to New Jersey Court Rule 1:41-3, all newly appointed Deputy Court Administrators, must obtain conditional accreditation within six (6) months of the date of the appointment.

Please submit a cover letter and resume to Elizabeth Velazquez, Personnel Assistant via email evelazquez@cityofpassaicnj.gov. All submissions must reference Deputy Municipal Court.

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

The City of Passaic is an Equal Opportunity Employer