

Municipal Court Career Opportunity

MUNICIPALITY: City of Rahway
VICINAGE: Union
POSITION TITLE: Deputy Court Administrator
POSTING DATE: February 21, 2025
DEADLINE DATE: March 21, 2025
SALARY: \$50,000 - \$95,000 (COMMENSURATE WITH EXPERIENCE)

POSITION DESCRIPTION AND REQUIREMENTS

The City of Rahway Municipal Court is seeking to hire a qualified individual for the position of Municipal Deputy Court Administrator. The successful candidate will work under the direction of the Municipal Court Judge and Municipal Court Administrator. Candidate must also have excellent organizational, customer service, writing and verbal communication skills, be a motivated self-starter and adhere to a flexible work schedule, including evenings, to accommodate the operations of the Court.

Applicants should have experience in all aspects of court administration, including a strong working knowledge of Criminal Justice Reform, ATS/ACS computer system, e-MACS/PCSAM, Page Center, Reports on Demand, eCDR, eCourts, and reconciling the court's general and bail accounts. Virtual Court experience and experience in case flow management are a plus.

Responsibilities include, but are not limited to accepting payments/bail processing; determination of Probable Cause; complaint processing, responding to public inquiries, providing information to attorneys, litigants and other government agencies; preparing and reviewing daily, weekly and monthly reports, drafting correspondence, performing data entry, managing municipal staff, responding promptly to Division inquires, adjusting operational duties as needed due to facilities management, and maintaining the integrity of the Judiciary; must have working knowledge of court financial records; must comply with the New Jersey Rules of the Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

Experience Requirements: Candidates should have a minimum of 2 years of Municipal Court experience. Candidates who are not certified must be willing to obtain full certification within five (5) years of hire, as set forth in Rule 1:41-3. The hiring process will comply with Rule 1:34-3 adopted September 13, 2011

Must comply with requirements set forth under New Jersey Civil Service Commission Title for Deputy Court Administrator. A full copy of the job requirements may be found under <https://info.csc.state.nj.us/jobspec/00112.htm>.

Please submit a cover letter and current resume and salary requirements by email:

Michelle Dalesandris, Human Resource Director resume-admin@cityofrahway.com
Delsy Gulino, Municipal Division Manager at delsy.gulino@njcourts.gov
Marylene Sheppard, Certified Municipal Court Administrator at marylene.sheppard@njcourts.gov

The City of Rahway 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.