

# Municipal Court Career Opportunity

**MUNICIPALITY:** Township of Randolph  
**VICINAGE:** Morris / Sussex  
**POSITION TITLE:** Municipal Court Administrator  
**POSTING DATE:** January 17, 2025  
**CLOSING DATE:** January 31, 2025  
**SALARY RANGE:** COMMESURATE WITH EXPERIENCE

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## POSITION DESCRIPTION AND REQUIREMENTS

**MUNICIPAL COURT ADMINISTRATOR (FULL TIME)** – The Randolph Municipal Court is seeking to hire a qualified individual with proven management and supervisory skills to work under the general direction of the Municipal Court Judge. The selected candidate must have detailed knowledge of state laws, rules, regulations, policy, and procedures that apply to the administration of the Municipal Court. The selected individual should be skilled at analyzing daily, weekly, and monthly statistical reports; preparing and submitting local and county budgets; maintaining and reconciling the courts' financial accounts. The selected candidate must be highly motivated and possess excellent writing and communication skills. The selected candidate will be expected to implement innovative office strategies and have strong interpersonal and customer service skills with the ability to multitask. As court sessions are conducted virtually, candidates with experience operating video conferencing platforms such as ZOOM and or Microsoft TEAMS is preferred but not required. Candidates must either be a Certified Municipal Court Administrator designated by the New Jersey Supreme Court, or in the process of obtaining certification. Appointment to this position will be made in accordance with N.J.S.A. 2B:12-11 and applicable rules. The hiring process will comply with NJ Court Rule 1:34-3 adopted September 13, 2011

**Please submit cover letter and résumé to:**  
Gregory V Poff, II, Randolph Township Manager  
[gpoff@randolphnj.org](mailto:gpoff@randolphnj.org)

Rebecca Muller, Morris/Sussex Vicinage Municipal Division Manager,  
[Rebecca.Muller@njcourts.gov](mailto:Rebecca.Muller@njcourts.gov)

The Township of Randolph 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 listing.