

Municipal Court Career Opportunity

MUNICIPALITY: ROSELLE PARK BOROUGH

VICINAGE: UNION

POSITION TITLE: DEPUTY COURT ADMINISTRATOR (FULL TIME)

POSTING DATE: 10/16/2024

DEADLINE DATE: 11/15/2024

SALARY RANGE: \$40,000 - \$60,000 (COMMENSURATE WITH EXPERIENCE)

POSITION DESCRIPTION AND REQUIREMENTS

The Roselle Park Borough 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 have excellent customer service, writing and communication skills, be motivated and be a self-starter. Applicants must be available for Thursday court sessions that may occasionally run into the evening.

Applicants should have experience in all aspects of court administration, including a strong working knowledge of Criminal Justice Reform, ATS/ACS computer system, MACS/PCSAM, Page Center, Reports On Demand, eCDR, and eCourts. and reconciling the court's general and bail accounts. Virtual Court Platform experience is preferred. 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, defendants 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, providing excellent customer service 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 must have Municipal Court experience.

Completion of Principles of Municipal Court Administration (POMCA) Levels I and II are a plus.

Candidates who are not accredited (i.e., completion of POMCA Levels I- IV) must be willing to obtain full accreditation within three (3) years of hire as set forth in the Rule 1:41-3. The hiring process will comply with Rule 1:34-3 adopted September 13, 2011.

Please submit cover letter, current resume and salary requirements by email only to: **(No Phone Calls)**

Andrew Casais, RMC Business Administrator at acasais@rosellepark.net

Delsy Gulino, Municipal Division Manager at delsy.gulino@njcourts.gov

Nicole Esquilin, Certified Municipal Court Administrator at nicole.esquilin@njcourts.gov

The Borough of Roselle Park 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.