

Municipal Court Career Opportunity

MUNICIPALITY: Township of Washington
VICINAGE: Vicinage 15
POSITION TITLE: Full-Time Deputy Court Administrator
POSTING DATE: January 10, 2025
DEADLINE DATE: Until Filled
SALARY: Commensurate with Experience

POSITION DESCRIPTION AND REQUIREMENTS

The Washington Township Municipal Court in Gloucester County is seeking to hire a qualified individual to serve as Full-Time Deputy Court Administrator. Applicant must be an accredited Deputy Court Administrator, certified or in the process of being certified. Applicants who are fully accredited are preferred but not mandatory. Pursuant to New Jersey Court Rule 1:41-3, all newly appointed deputy court administrators, who are not certified municipal court administrators, must obtain conditional accreditation within six months of the date of appointment and full accreditation within three years of the date of appointment.

Applicant must have a minimum of 2 to 3 years supervisory experience with specific municipal court experience in court administration, case flow management, working knowledge of ATS/ACS/MACS systems, reconciling accounts and excellent communication and customer service skills. Applicant must be motivated and detail oriented.

Responsibilities include, but are not limited to, providing information and guidance to the staff, clients and court customers. Review and monitor daily, weekly, and monthly reports. Comply with the New Jersey Rules of Court, Supreme Court directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

Interested applicants should submit an employment application, letter of interest and resume by 4:30pm on January 17, 2025 to:

Township of Washington, Municipal Building, 523 Egg Harbor Road, Sewell, NJ 08080,
Attn: Ms. Janine Smiley, Human Resources Manager or via email at
jsmiley@twp.washington.nj.us

The Township of Washington 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.