

# Municipal Court Career Opportunity

**MUNICIPALITY:** Woolwich Joint Municipal Court  
**VICINAGE:** Vicinage 15  
**POSITION TITLE:** Full-time Municipal Court Administrator  
**POSTING DATE:** March 31, 2025  
**DEADLINE DATE:** April 25, 2025  
**SALARY RANGE:** Commensurate with experience

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## POSITION DESCRIPTION AND REQUIREMENTS

The Woolwich Township Joint Municipal Court is seeking to hire a qualified motivated professional who is a self-starter to perform the duties of Municipal Court Administrator, under the direction of the Judge.

Candidates should possess excellent verbal and written skills, is a team player, and have experience in all aspects of court administration, including case flow management. Responsibilities include, but are not limited to, processing complaints, determining probable cause, interacting with citizens, attorneys and law enforcement officers; drafting correspondence, review and follow up of daily, weekly and monthly reports.

Candidates must comply with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts.

Applicants must be certified by the New Jersey Supreme Court.

Please submit resume w/cover letter and 3 references via email or regular mail by the deadline to:

James Watson, Township Administrator  
Woolwich Township  
120 Village Green Drive  
Woolwich NJ 08085

Or

[jwatson@woolwichtwp.org](mailto:jwatson@woolwichtwp.org)

The Township of Woolwich is an Equal Opportunity Employer.

**\*\* NOTE:** The above local job posting was submitted to the vicinage by the joint municipal court and is not a State job posting.