

Municipal Court Career Opportunity

MUNICIPALITY: Township of Woolwich
VICINAGE: Vicinage 15
POSITION TITLE: Part-time Deputy Court Administrator**
POSTING DATE: January 6, 2025
DEADLINE DATE: January 27, 2025 or until position is filled
SALARY RANGE: \$20.00 per hour at 20-27 hours per week

POSITION DESCRIPTION AND REQUIREMENTS

The Woolwich Joint Municipal Court is seeking a qualified motivated professional who is a self-starter with excellent communication skills to perform detailed Municipal Court clerical work.

Under the direction of the Court Administrator, assigned duties and responsibilities will include but are not limited to collection of fines and bail, ticket entry, filing, knowledgeable in Microsoft office, scheduling, answering phones, providing excellent customer service, assisting walk-ins at the Violations Bureau window and other related duties. 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.

Court sessions required. Sessions are held on the second and fourth Wednesdays of every month at 9:00 a.m.

**All newly appointed deputy municipal court administrators, who are not certified municipal court administrators pursuant to N.J.S.A. 2B:12-11 et al., must obtain conditional accreditation within six (6) months of the date of appointment and must obtain full accreditation within three (3) years of the date of appointment.

Please send resume by end of business on January 27 to:

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

The Township of Woolwich 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.