

Colleen Lore
Trial Court Administrator

Deborah Silverman Katz
Assignment Judge

Nicole M. Snyder
Civil Division Manager

101 South 5th Street • Suite 150 • Camden, NJ 08103

Tel: 856-650-9100 ext. 43160 • Fax: 856-379-2253

NOTICE OF SPECIAL CIVIL PART OFFICER APPOINTMENT OPPORTUNITY

Compensation: Special Civil Part Officers are unsalaried independent contractors whose income consists of statutory fees paid by litigants for service of process issued by the court. Special Civil Part Officers also retain a percentage of the money they collect pursuant to writs of execution against wages and chattels issued by the court and they receive fees for serving and executing warrants for removal issued by the court in tenancy actions.

Applications Accepted Through September 3, 2024

DESCRIPTION

Special Civil Part Officers are officers of the court. Their responsibilities include serving summonses and complaints in landlord/tenant actions and serving and executing warrants for removal in eviction cases as ordered by the court. Special Civil Part Officers also serve post-judgment papers issued by the court, such as chattel and wage executions, post and conduct sales of goods and chattels, remit execution proceeds to judgment creditors, and perform such other duties as may be directed by the court or required by statute, court rule or administrative directive.

REQUIREMENTS

Candidates must meet at least one of the following qualifications:

- a) The candidate shall have been employed for no fewer than three years by a New Jersey Court. Judiciary employees may apply for appointment as a Special Civil Part Officer but must resign from their Judiciary position if selected for appointment.
- b) The candidate shall have been employed on a full-time basis for no fewer than three years by an officer/process server of a New Jersey Court or by a bonded collection agency in the State of New Jersey in a managerial capacity.
- c) The candidate shall have been employed as a full-time law enforcement officer. All persons qualifying under this provision must have performed in their previous position, duties that were of an investigative nature, for a period of no less than three years.
- d) The candidate shall have successfully attained a Bachelor's degree from an accredited college with no fewer than 30 credits in criminal justice, business law and/or accounting.

In addition to meeting one of the aforementioned qualifications, the candidate must demonstrate all of the following:

- a) If the candidate intends to personally perform or oversee staff that will perform the accounting functions associated with the position, the candidate's ability to do so must be demonstrated. In the alternate, the candidate may utilize an accountant or accounting firm to perform the necessary accounting functions.

- b) The candidate must not have any outstanding judgments against him or her and must provide recent copies of credit reports and credit scores from three major credit reporting agencies: currently, Equifax, Experian and TRW.
- c) The candidate must not have a criminal record and must have a reputation for honesty in the community.
- d) The candidate must be able to obtain an initial \$100,000 bond. Thereafter, the candidate must be eligible for required increases in bonding as needed.
- e) The candidate must provide a business plan per Directive #01-15.
[Directive #01-15 – Special Civil Part Officers – Policies and Procedures \(njcourts.gov\)](#)

Candidates should submit a cover letter, current resume and a completed Special Civil Part Officer Candidate Information/Computerized Criminal History Authorization and Release Form by September 3, 2024 to: Nicole M. Snyder, Civil Division Manager, Camden County Superior Court, 101 South Fifth Street, Camden, NJ 08103 or by email to nicole.snyder@njcourts.gov.

**THE JUDICIARY OF NEW JERSEY OBSERVES EQUAL OPPORTUNITY/AFFIRMATIVE ACTION
PRINCIPLES IN APPOINTING SPECIAL CIVIL PART OFFICERS**

