

Municipal Court Career Opportunity

MUNICIPALITY:	EVESHAM TOWNSHIP MUNICIPAL COURT
VICINAGE:	BURLINGTON
POSITION TITLE:	DEPUTY COURT ADMINISTRATOR
POSTING DATE:	NOVEMBER 13, 2024
DEADLINE DATE:	OPEN UNTIL FILLED
SALARY RANGE:	\$26.00-\$28.00 per hour depending on qualifications
SCHEDULE:	Monday through Friday, 8:30 a.m. to 4:30 p.m.

POSITION DESCRIPTION AND REQUIREMENTS

Evesham Township in Burlington County is seeking a qualified, self-motivated, and detail-oriented individual for the position of Deputy Municipal Court Administrator for the Evesham Municipal Court. Interested candidates should possess excellent writing and verbal communication skills and the ability to provide a high level of customer service. Applicants must be able to work well independently and under the direction of the Certified Municipal Court Administrator and Municipal Court Judge.

Responsibilities include but are not limited to: processing complaints; on-call duties; answering inquiries from the public, employees, clients, attorneys, etc.; preparing, reviewing, evaluating and monitoring daily, weekly and monthly reports; accepting bail and pleas of guilty with payments; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the New Jersey Municipal Courts.

Experience in court administration is preferred, including a strong working knowledge of the ATS/ACS, PCSam, eMACS, Promis Gavel, CCIS, Page Center/Web Reporting, Online Dispute Resolution (ODR) system, municipal eFiling system, and the Zoom and Microsoft Teams virtual platforms. Knowledge of case flow management and other computer applications are also a plus.

Unaccredited applicants shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within 3 years of the hire date as set forth in the New Jersey Court Rules. Applicants who are presently conditionally accredited, must meet all training requirements to become fully accredited within 3 years from the date of appointment pursuant to NJSA 2B:12-11 pursuant to NJ Court Rule 1:41-3.

Please send cover letter and resume via email to:
HR@evesham-nj.gov

with a copy to:
Burlington Vicinage Municipal Division
BurMunicipal.Mailbox@njcourts.gov

Evesham Township 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.**