

Municipal Court Career Opportunity

MUNICIPALITY: Guttenberg

VICINAGE: Hudson

POSITION TITLE: Deputy Municipal Court Administrator-Full time.
(32.5 hours plus weekly court night)

POSTING DATE: 6/28/2024

DEADLINE DATE: 7/19/2024

SALARY RANGE: \$55,000 to \$65,000 – commensurate with experience
“Candidates who already apply don’t need to re-submit”.

POSITION DESCRIPTION AND REQUIREMENTS

The Town of Guttenberg is seeking to hire a qualified individual to perform the duties of Deputy Municipal Court Administrator. Applicants must have a high school diploma. Under the direction of the judge and court administrator, the deputy will perform quasi-judicial duties, including but not limited to all phases of case processing, entering tickets, accepting payments, taking civilian complaints, and handling inquiries from the public.

Applicants who are fully accredited are preferred but is not mandatory. Pursuant to New Jersey Court Rule 1:41-3, all newly appointed municipal court deputy administrators, must obtain conditional accreditation within six months of the date of appointment and full accreditation within three years of the hire date.

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

Bleydeliz Collado, Certified Municipal Court Administrator
Guttenberg Municipal Court
6808 Park Avenue
Guttenberg, NJ 07093
bleydeliz.collado@njcourts.gov

NO PHONE CALLS PLEASE.

The Town of Guttenberg 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.