

# Municipal Court Career Opportunity

**MUNICIPALITY:** Township of Montclair  
**COURT:** Montclair Municipal Court  
**VICINAGE:** Essex County  
**POSITION TITLE:** Deputy Court Administrator (Full Time)  
**POSTING DATE:** June 12, 2024  
**Annual Salary:** \$50,722.00 - \$71,818.00, including full benefits.

## POSITION DESCRIPTION AND REQUIREMENTS

**Overview:** The Township of Montclair is seeking a Deputy Municipal Court Administrator to perform administrative and clerical duties pertaining to scheduling, record keeping and sessions of the Municipal Court; performs other duties as assigned by the Municipal Court Administrator. Candidate must have excellent customer service, writing and communication skills, be motivated, a self-starter, and available to work evening Court Sessions.

### **Duties:**

- Prepares traffic and criminal court calendars; schedules hearings and trials with the public and attorneys; receives requests for adjournments and makes decisions; issues subpoenas.
- Assists staff with public inquiries and problems on summonses and court matters to ensure customer satisfaction.
- Issues complaints, warrants, summonses, commitments, affidavits, and other legal documents. Sets bail on warrants, recalls warrants, and issues bail forfeitures.
- Runs and processes all daily, weekly, and monthly reports and notices and reviews for accuracy. Reviews and reconciles daily journals and prepares general account and bail account bank deposits.
- Attends court sessions and assists the Judge with administrative details on dockets and court dispositions.
- Utilizes the ZOOM Platform to run the court sessions.
- Runs the sound recording machine during the court sessions to maintain a court log.
- Maintains control over delinquent summonses; issues late notices, warrants, proposed suspension notices and orders suspending driving privileges.
- Maintains ticket control and recall of police officers, overdue summonses books. Enters void, returned, destroyed, soiled and lost summonses in ticket control records. Reviews cases eligible for dismissal for accuracy and data entry errors; makes corrections or dismisses cases.
- Answers incoming phone calls and responds to correspondence received by the Court. Exercises working supervision over a small number of employees performing administrative and clerical duties for the Municipal Court.

**Requirements:** High school diploma or equivalent required; applicants shall possess a minimum of two (2) years of experience in work related to the administrative operations of the court. Evening hours are required one to two times per month. Applicants not fully accredited pursuant to R.1:41-3 will be required to obtain conditional accreditation within six (6) months and full accreditation within three (3) years of the date of hire.

**Apply:** Please apply online through the Employment/Human Resources section of the Township of Montclair website at: [www.montclairnjusa.org](http://www.montclairnjusa.org)

**Closing Date:** This job posting will remain open until filled; the Township reserves the right to offer the position at any time during the recruitment process.

\*\*The above local job posting was submitted to the vicinage by the local municipality and is not a state job posting.

*The Township of Montclair is an Equal Opportunity Employer*