
Municipal Court Career Opportunity

MUNICIPALITY: Mountainside Municipal Court
VICINAGE: Union
POSITION TITLE: Full-Time Deputy Court Administrator

POSTING DATE: 06/28/2024
DEADLINE DATE: 07/19/2024
SALARY RANGE: Commensurate with Experience

POSITION DESCRIPTION AND REQUIREMENTS

The Mountainside Municipal Court is seeking a qualified individual for the position of Deputy Court Administrator. Excellent customer service skills, attention to details, organization, and self-motivation are a must. Applicants should have experience in all aspects of Court Administration, including a strong working knowledge of ATS/ACS, eMACS, PCSAM, PageCenter, Reports on Demand, Zoom, TEAMS and eCDR is a plus. Experience in case flow management and other computer applications are a plus.

Responsibilities include, but are not limited to: processing complaints; on-call duties; answering queries from public, employees, clients, attorneys, etc.; supervising staff; supervisory responsibilities in the absence of the Court Administrator; preparing, reviewing, and monitoring daily, weekly, and monthly reports; evaluating reports; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Directives, laws, and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

Applicants must have been awarded the title of Certified Municipal Court Administrator pursuant to NJSA 2B:12-11, or he/she needs to be accredited, or in a position to become accredited within six months of the hire date pursuant to NJ Court Rule 1:41-3.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please email resume by July 19, 2024:

Please, no phone calls. Email resume directly to:

Cynthia West, CMCA
cwest@mountainside-ni.com

Delsy Gulino, MOM
UNNmunihelp.mbx@nicourt.gov

NOTE: The above local job posting was submitted to the vicinage by the local municipality and is not a State job posting.

The Borough of Mountainside is an Equal Opportunity Employer