

Municipal Court Career Opportunity

MUNICIPALITY: NEPTUNE TOWNSHIP
VICINAGE: MONMOUTH
POSITION TITLE: DEPUTY COURT ADMINISTRATOR (2)
FULL TIME
POSTING DATE: 10/22/2024
DEADLINE DATE: 11/2/2024
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Neptune Township Municipal Court is seeking a qualified, detail-oriented individual with excellent customer service and communication skills to work under the direction of the Municipal Court Judge and Municipal Court Administrator.

Responsibilities include, but are not limited to, assisting the Court Administrator and the Deputy Court Administrator (1) with the following: Answering queries via phones, email, and in-person from the public, employees, clients, attorneys, etc. preparing, reviewing and monitoring daily, weekly and monthly reports; entering dispositions, preparing court calendars, drafting correspondence; perform other duties as assigned. Complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Will be required to be on-call after hours on a rotating schedule. Perform related duties, as required. Applicants will need a smartphone to download the Microsoft Authenticator app as required.

The position includes an excellent benefits package in accordance with township ordinance. Applicants who are not certified by the New Jersey Supreme Court or in the process of obtaining certification, or who are not fully accredited pursuant to R.1:41-3, must be willing to obtain conditional accreditation within six months of hire and become fully accredited within three years of hire date.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011. Please email cover letter and resume with salary requirements to:

Subsola Young, CMCA

Subsola.Young@njcourts.gov

Please email a copy to Theresa Romano, Municipal Division Manager
Monmouth Vicinage – Theresa.Romano@njcourts.gov
Neptune 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.