

Municipal Court Career Opportunity

MUNICIPALITY:	SHARED COURTS OF OCEANPORT, SEA BRIGHT AND WEST LONG BRANCH
VICINAGE:	MONMOUTH
POSITION TITLE:	MUNICIPAL COURT ADMINISTRATOR – FULL TIME
POSTING DATE:	JULY 17, 2024
DEADLINE DATE:	JULY 29, 2024
SALARY:	\$65,000 to \$90,000

POSITION DESCRIPTION AND REQUIREMENTS

The Shared Municipal Courts of Oceanport, Sea Bright and West Long Branch is seeking a motivated, self-starter with proven management, supervisory skills and good writing and communication skills to work under the general direction of the Municipal Court Judge.

Position is full time and includes a full benefit package.

Responsibilities include, but are not limited to: Supervision of court staff, answering queries from the public, employees, clients, providing information and guidance to attorneys, clients and community organizations, assisting clients with technical and procedural guidance; facilitating discussions among state, vicinage, and local management; preparing, reviewing and monitoring daily, weekly and monthly reports; maintaining; reconciling and balancing the court's financial accounts; evaluating reports, drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and policies and procedures governing the operation of the Municipal Courts. Perform related duties as required. Applicants must be available for "on-call" after hour duties. Bilingual in Spanish is preferred but not required.

Applicants who have been awarded certification pursuant to NJSA 2B:12-11 are preferred. If an applicant is not certified, he or she must obtain conditional accreditation within six months of the hire date as set forth in NJ Court Rule 1:41-3.

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

Please email a cover letter, current resume and salary requirements to:

Administrator, Donna Phelps at
dphelps@oceanportboro.com

Also email a copy to the attention of Theresa Romano, Municipal Division Manager
Monmouth Vicinage @ Theresa.Romano@njcourts.gov

The Shared Municipal Courts 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.