

Municipal Court Career Opportunity

MUNICIPALITY: POMPTON LAKES

VICINAGE: Passaic

POSITION TITLE: Municipal Court Administrator

POSTING DATE: 07/01/2024

DEADLINE DATE: 07/19/2024

SALARY RANGE: Commensurate with experience

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Pompton Lakes is seeking a motivated, self-starter, with good writing and communication skills to work under the general direction of Municipal Court Judge.

Candidate should have experience in court administration, case flow management, working knowledge PCSAM, e-MACS, Web Reporter, Enterprise Portal systems and have excellent customer service skills. Responsibilities include, but are not limited to, answering queries from public, employees, defendants; provides information and guidance to attorneys, defendants and community organizations; assist defendants with technical and procedural guidance, facilitate discussion among state, vicinage, and local management, prepares, reviews and monitors daily, weekly and monthly reports, responsible for maintaining the courts two financial accounts, and evaluation reports, draft correspondence, compliance 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.

Certification by the State of New Jersey is required. Salary commensurate with experience.

Please submit cover letter and current resume to Borough Administrator Michael Carelli at administrator@pomptonlakes-nj.gov by July 19, 2024. Copy to the attention of Nicole Greten, Municipal Division Manager, at nicole.greten@njcourts.gov.

Borough of Pompton Lakes is an Equal Opportunity Employer. The Borough reserves the right to interview applicants prior to the submission deadline.

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