

Municipal Court Career Opportunity

MUNICIPALITY: BOROUGH OF ROSELLE MUNICIPAL COURT

VICINAGE: UNION

POSITION TITLE: DEPUTY COURT ADMINISTRATOR
Full Time

POSTING DATE: June 24, 2024

DEADLINE DATE: July 19, 2024

SALARY RANGE: \$ 50,000.00

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Roselle Municipal Court, Union County, is seeking a qualified individual to fill a full-time position as 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 strong working knowledge of the ATS/ACS computer system, eMACS, PCSAM and Page Center. Experience in case flow management and other computer applications are a plus.

Responsibilities include, but are not limited, to: answering queries from public, employees, clients; attorneys, etc.; 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 and perform related duties as required.

Certification as a Municipal Court Administrator is highly desirable. Candidate must be accredited as set forth in Rule 1:41-3

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

Application/resume with salary requirements may be submitted to:

The Borough of Roselle and the Court Administrator of the Municipal Court
(hr@boroughofroselle.com and nicole.bailey@njcourts.gov)

Delsy Gulino, Municipal Division Manager
Email: UNNMuniHelp.mbx@njcourts.gov

The Borough of Roselle 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.

No Phone Calls Please