

Municipal Court Career Opportunity

MUNICIPALITY: TOWNSHIP OF SPRINGFIELD
VICINAGE: UNION
POSITION TITLE: MUNICIPAL COURT ADMINISTRATOR
POSTING DATE: NOVEMBER 14, 2024
DEADLINE DATE: NOVEMBER 30, 2024
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Springfield is seeking a self motivated, organized, detailed oriented, qualified individual for the position of Municipal Court Administrator. Under the direction of the Municipal Court Judge, candidates must have experience in all aspects of court administration including strong working knowledge of the ATS/ACS computer system, EMACS, PCSAM, Page Center, Case Management, ZOOM (Virtual Courts). Experience in case flow management and other computer applications a plus.

Additional responsibilities include but not limited to, overseeing all activities relative to the efficient operation of the Court, annual budget preparation, reviewing and monitoring, and evaluating daily, weekly, and monthly reports, preparing monthly reconciliation of the bail and general accounts, issue required checks on a monthly basis, drafting 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.

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

Submit a cover letter and current resume with salary requirements by

John Bussiculo, Township Administrator
Township of Springfield
100 Mountain Avenue
Springfield, NJ 07081

And E-mail a copy to the attention of Delsy Gulino, Municipal Division Manager:

E-Mail: UNNMuniHelp.mbx@njcourts.gov

The Township of Springfield is an equal opportunity employer.

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