

Municipal Court Career Opportunity

MUNICIPALITY: Union City Municipal Court
VICINAGE: Hudson
POSITION TITLE: Municipal Court Director
POSTING DATE: December 2, 2024
DEADLINE DATE: December 27, 2024
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

Union City Municipal Court is seeking a qualified individual for the position of Municipal Court Director. Union City is one of the largest courts in the State of New Jersey. The Municipal Court Director is the highest managerial position within a municipal court directly responsible to the Chief Municipal Court Judge for the administration of all activities of the court.

Under the direction of the Chief Municipal Court Judge, the Municipal Court Director plans, organizes, and directs all phases of the operation of a large municipal court. The qualified candidate must understand supervisory management and case flow management. A working knowledge of ATS/ACS systems, MACS, and Page Center a plus. Additionally, they should possess excellent customer service, writing, and communication skills and be motivated and a self-starter. Knowledge of Zoom platform a plus. Graduation from an accredited college or university with a bachelor's degree and three years of professional administrative experience is required.

Applicants who have been awarded the title of Certified Municipal Court Administrator (CMCA) are preferred. If the applicant does not possess the CMCA title, he/she needs to be accredited or in a position to become conditionally accredited within six months of the hire date pursuant to NJ Court Rule 1:41-3 with full accreditation within three years.

Responsibilities include, but are not limited to:

- Determines goals, objectives, and standards needed to attain desired program results. Establishes office procedures and policies and develops appropriate staffing patterns to ensure the efficient and effective operation of the court.
- Identifies the operational needs of the court, develops and implements plans for organizational changes, and allocates resources accordingly. Is responsible for coordinating budget

development and administration including appropriation of funds, budget hearing testimony, overseeing the preparation of the annual budget, and financial discrepancy resolution. Evaluates the effects of regulatory changes on budgetary needs and ensures that these factors are taken into consideration in the preparation of the budget.

- Ensures that court operations fully comport with the Rules of the Court as well as the administrative directives and policies of the Administrative Office of the Courts, Assignment Judge, and the Municipal Court Judge. Coordinates the activities of the court with those of the police department, other law enforcement agencies, and the Administrative Office of the Courts.

- Researches, evaluates, and make recommendations regarding the purchase of equipment, supplies, and work support systems. Acts as the court's liaison to and has contact with executive branch officials on court related administrative matters, including purchasing, facilities management, and personnel administration.

- Ensures that established accounting and auditing procedures are followed in collecting, recording, and disbursing fines and other court revenues.

- Prepares or directs the preparation of summary, statistical, and other reports.

- Delegates authority to subordinate supervisors and holds them accountable for the performance of their organizational units. Manages subordinate supervisory employees by providing required direction, advice and training; evaluates their work performance and takes remedial action when necessary.

- Sets general personnel management policy affecting court employees. Evaluates work outputs and adjusts staffing and resources required to achieve desired objectives. May approve or disapprove employee request for changes in work schedules, sick, and vacation leave.

Please send resume and cover letter directly to:

Judith Gottlieb, Personnel Office
City of Union City
3715 Palisade Avenue
Union City, NJ 07087

Or email to:

jgottlieb@ucnj.com

Union City 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.