

# Municipal Court Career Opportunity

**MUNICIPALITY:** Wall Township, Sea Girt, Spring Lake Hts. Municipal Court  
**VICINAGE:** Monmouth  
**POSITION TITLE:** Deputy Municipal Court Administrator – Full-time  
**POSTING DATE:** 6/13/2024  
**DEADLINE DATE:** 7/5/2024  
**SALARY RANGE:** Commensurate with experience

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## POSITION DESCRIPTION AND REQUIREMENTS

The Court is seeking a qualified, detail-oriented individual with excellent customer service and communication skills to work under the direction of the Municipal Court Judge and Municipal Court Administrator of the municipal court. **This is a shared court consisting of Wall Township, Sea Girt and Spring Lake Heights.**

Responsibilities include, but are not limited to, assisting the Court Administrator with the following:

Answering queries from the public, employees, clients, attorneys, etc.; supervising staff; preparing, reviewing and monitoring daily, weekly and monthly reports; evaluating reports; drafting correspondence; reconciling court accounts; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Will be required to be on-call after hours on a rotating schedule. Perform related duties, as required.

The position includes an excellent benefits package in accordance with township ordinance.

Applicants who are not certified by the New Jersey Supreme Court or in the process of obtaining certification, or who are not fully accredited pursuant to R.1:41-3, must be willing to obtain conditional accreditation within six months of hire and become fully accredited within three years of hire date.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011. Please email cover letter and resume with salary requirements by to:

Amanda Prinzo, CMCA  
Court Administrator  
hr@townshipofwall.com

Please email a copy to Theresa Romano, Municipal Division Manager  
Monmouth Vicinage – [Theresa.romano@njcourts.gov](mailto:Theresa.romano@njcourts.gov)

The Township reserves the right to interview candidates before the application deadline.

Wall Township 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.