

MUNICIPALITY: WESTAMPTON TWP./HAINESPORT TWP./EASTAMPTON TWP. SHARED MUNICIPAL COURT

VICINAGE: BURLINGTON

POSITION TITLE: DEPUTY MUNICIPAL COURT ADMINISTRATOR

DEADLINE DATE: July 26, 2024

SALARY RANGE: \$35,366.46 - \$56,520.24

Westampton Twp./Hainesport Twp./Eastampton Twp. Shared Municipal Court in the County of Burlington is seeking a qualified, self-motivated, and detailed-oriented individual for the position of full-time deputy municipal court administrator. This court is a high-volume court with approximately 10,000 filings annually and 52 court sessions a year. Applicants must be able to work under the general direction of the Municipal Court Judge and Municipal Court Administrator.

Candidate must have experience in court administration, case flow management, working knowledge of ATS/ACS systems, MACS, Page Center, and excellent customer service skills. Responsibilities include but are not limited to answering queries from the public, employees, defendants; provide information and guidance to attorneys, defendants, and community organizations; assist defendants with technical and procedural guidance; facilitate discussion among State, Vicinage, and local management. The candidate should also have experience in the monitoring of daily, weekly, and monthly reports, assisting in maintaining the courts financial accounts and drafting correspondence, as necessary. Candidate must always operate in compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts.

Full accreditation/Certification by the State of New Jersey is preferred and will be required in accordance with NJ Court Rule 1:41-3. Applicants shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within three years of the hire date as set forth in the New Jersey Court Rules.

Please send cover letter and resume via email to:

Christina Booth, MCA

christina.booth@njcourts.gov

with a copy to Burlington Vicinage Municipal Division

BurMunicipal.Mailbox@njcourts.gov

Westampton Twp./Hainesport Twp./Eastampton Twp. 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.

Interested candidates will have to complete a Criminal History Authorization and Release form.