

Municipal Court Career Opportunity

MUNICIPALITY: WOODBRIDGE
VICINAGE: Middlesex County

POSITION TITLE: Court Director

POSTING DATE: July 8, 2024
DEADLINE DATE: July 18, 2024

SALARY: Salary Based on Experience

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Woodridge Municipal Court is seeking to hire a qualified individual to perform the duties of Municipal Court Director, under the direction of the Municipal Court Judge. In this role, you will develop goals and objectives, set internal operating procedures, and integrate and direct court programs. The Director has operational and programmatic responsibilities for the work performed by all employees. In this regard, the Director oversees the evaluation of work performance and provides training necessary to carry out the objectives of the programs efficiently and effectively. Responsibilities include, but are not limited to, processing complaints, determining probable cause, interacting with citizens, attorneys and law enforcement officers; drafting correspondence, review and follow up of daily, weekly and monthly reports. The selected candidate will be able to delegate authority to subordinate supervisors and holds them accountable for the performance of their organizational units. Evaluate work outputs and makes adjustments in staffing and resources required to achieve desired objectives. Any selected candidates must comply with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Any applicant not certified by the New Jersey Supreme Court or are not in the process of certification, must be willing to obtain conditional accreditation within 6 months of their appointment and full certification within 3 years. In accordance with our Township residency requirement (Section 2.3 of the handbook), priority will be given to those applicants who reside in the Township of Woodbridge.

Qualifications

- Candidates should possess excellent customer service skills and have experience in all aspects of court administration, including case flow management.
- Applicants who are not certified by the New Jersey Supreme Court or are not in the process of certification, must be willing to obtain conditional accreditation within 6 months of their appointment, full accreditation within 3 years of their appointment, and must achieve certification within 5 years of their appointment.
- Candidates must comply with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts.

MEMOS OF INTEREST
SHOULD BE SENT TO:
HUMAN RESOURCES

1 MAIN STREET, 3RD FLOOR

WOODBIDGE, NJ 07095
humanresources@twp.woodbridge.nj.us

The Township of Woodbridge 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.