

Municipal Court Career Opportunity

MUNICIPALITY: City of Perth Amboy
VICINAGE: Middlesex County

POSITION TITLE: Deputy Court Administrator

POSTING DATE: January 10, 2022
DEADLINE DATE: January 18, 2022

SALARY RANGE: \$ 47,889 - \$5,256

POSITION DESCRIPTION AND REQUIREMENTS

The City of Perth Amboy Municipal Court is seeking to hire a qualified individual for the position of Municipal Court Administrator. The successful candidate will work under the direction of the Municipal Court Judge. Candidate must have excellent customer service, writing and communication skills, be motivated and be a self-starter. Must be available to work evening court sessions.

Applicants should have experience in all aspects of court administration, including a strong working knowledge of Criminal Justice Reform, ATS/ACS computer system, MACS/PCSam, Page Center, Reports On Demand, eCDR, and eCourts. and reconciling the court's general and bail accounts. Virtual Court Experience is preferred. Experience in case flow management is a plus.

Responsibilities include, but are not limited to accepting payments/bail processing; determination of Probable Cause; complaint processing, responding to public inquiries, providing information to attorneys, defendants and other government agencies; preparing and reviewing daily, weekly and monthly reports, drafting correspondence, performing data entry, managing municipal staff, responding promptly to Division inquires, excellent customer service and maintain the integrity of the judiciary; must have working knowledge of court financial records; must comply with the New Jersey Rules of the Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

Candidates must have a minimum of 2 years of Municipal Court experience. Candidates who are not accredited must be willing to obtain full accreditation within three years of hire as set forth in the Rule 1:41-3.

The hiring process will comply with Rule 1:34-3 adopted September 13, 2011.

Please send resume by January 18, 2022 to:

City of Perth Amboy
Office of Personnel
260 High Street
Perth Amboy, NJ 08861

The City of Perth Amboy 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.