



CITY OF PERTH AMBOY

Job Posting

TITLE: Municipal Court Administrator

SALARY: \$64,087 Minimum Salary

DEPARTMENT: Municipal Court

DATE POSTED: November 7, 2022

DEADLINE: November 21, 2022

The City of Perth Amboy is looking for an individual to fill a full time position of Municipal Court Administrator within the City's Municipal Court.

Job Description: The successful candidate will work under the direction of the Municipal Court Judge. Candidate must have excellent customer service, supervisory financial, writing & communication skills. 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, 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. Adhere to a flexible work schedule to include evenings to accommodate the operations of the Court.

Requirements: Candidates must have a minimum of 3 years of Municipal Court experience. Candidates who are not certified must be willing to obtain full certification within three years of hire as set forth in the Rule 1:41-3. Applicants should have experience in all aspects of court administration, including a strong working knowledge of Criminal Justice Reform, ATS/ACS, MACS/PCSam, Zoom, 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. Residency may be required.

This position is open to all residents of the City of Perth Amboy who meet the eligibility requirements.

Please submit a cover letter, resume and application to the City of Perth Amboy, Personnel Office at 260 High Street, Perth Amboy, NJ 08861 or email to employment@perthamboynj.org by **November 21, 2022**.

Equal Employment Opportunity Employer