



# CITY OF PERTH AMBOY

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## Job Posting

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<b>TITLE:</b>	<b>Municipal Court Administrator</b>
<b>SALARY:</b>	<b>\$64,087 -\$83,313</b>
<b>DEPARTMENT:</b>	<b>Municipal Court</b>
<b>DATE POSTED:</b>	<b>December 5, 2022</b>
<b>DEADLINE:</b>	<b>December 9, 2022</b>

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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](mailto:employment@perthamboynj.org) by **December 9, 2022.**

*Equal Employment Opportunity Employer*