

# Municipal Court Career Opportunity

MUNICIPALITY: BARNEGAT TOWNSHIP  
VICINAGE: OCEAN COUNTY  
POSITION TITLE: DEPUTY MUNICIPAL COURT ADMINISTRATOR  
POSTING DATE: September 7, 2018  
DEADLINE DATE: September 21, 2018  
SALARY RANGE: \$35,000 - \$40,000

***IF YOU ALREADY APPLIED TO THIS POSTING PLEASE DO NOT REAPPLY –  
DEADLINE EXTENDED***

## **POSITION DESCRIPTION AND REQUIREMENTS**

The Township of Barnegat is seeking to hire a Deputy Municipal Court Administrator with an understanding of case flow management, working knowledge of ATS/ACS systems, MACS, and Page Center a plus. Candidate must have excellent customer service, writing, and communication skills; be motivated and a self-starter for this court to work under the general direction of the Municipal Court Judge. Prior municipal court experience preferred. Full accreditation / certification by the State of New Jersey will be required in accordance with laws of the State of New Jersey. Candidates must comply with the Code of Conduct of Judiciary Employees. Candidates must be willing to attend Principles of Municipal Court Administration classes.

Responsibilities include but are not limited to,

- oversight of all court functions, including court sessions and calendaring
- responding to inquiries from public and litigants
- providing information and guidance to attorneys, defendants and community organizations
- assisting defendants with technical and procedural issues
- facilitating discussion between vicinage, state, and local authorities
- reviewing and monitoring daily, weekly and monthly management reports
- responsible for maintaining the court's two financial accounts
- ensuring compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.
- drafting correspondence;

Please submit cover letter, **employment application** and resume via email to:  
(Employment application may be found on Municipal Website: [www.barnegat.net](http://www.barnegat.net))

**Michele Rivers, Clerk**

[Clerk@barnegat.net](mailto:Clerk@barnegat.net)

**PLEASE ENTER DEPUTY COURT IN THE SUBJECT LINE**

**NO PHONE CALLS, PLEASE**

**BARNEGAT TOWNSHIP 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.