

Municipal Court Career Opportunity

MUNICIPALITY: The Borough of Medford Lakes for the
Medford Lakes/Shamong/Tabernacle/ Woodland Shared Municipal Court

VICINAGE: Burlington

POSITION TITLE: Deputy Municipal Court Administrator (part-time, approx. 20 hours/week)

POSTING DATE: October 31, 2022

DEADLINE DATE: Open Until Filled

SALARY RANGE: \$20 per hour

POSITION DESCRIPTION AND REQUIREMENTS

The Medford Lakes/Shamong/Tabernacle/Woodland Shared Municipal Court in the County of Burlington County of Burlington is seeking a qualified, self-motivated and detail-oriented individual for the part-time position of Deputy Municipal Court Administrator. Candidates should possess excellent writing and verbal communication skills and the ability to provide a high level of customer service. Applicants must be able to work well independently and under the direction of the Municipal Court Administrator and Municipal Court Judge. Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system, MACS and Page Center. Experience in case flow management and other computer applications are a plus.

Responsibilities include, but are not limited to: processing complaints; on-call duties; answering inquiries from the public, employees, clients, attorney's, etc.; preparing, reviewing, evaluating and monitoring daily, weekly and monthly reports; accepting bail and pleas of guilty with payments; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the New Jersey Municipal Courts.

Unaccredited applicants shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within three years of the hire date as set forth in the New Jersey Court Rules. Applicants who are presently conditionally accredited, must meet all training requirements to become fully accredited within three years from the date of appointment pursuant to NJSA 2B:12-11 pursuant to NJ Court Rule 1:41-3.

Court Office Hours are Monday through Friday 8:30-4:30. Court Sessions are the first business Monday and Wednesday and third business Monday of the month at 8:00 AM. Candidate must be available for court sessions that may extend into the early evening, non court day hours are flexible.

Interested candidates should submit resume with salary requirements to:

Dr. Robert J. Burton, Borough Manager
1 Cabin Circle Dr.
Medford Lakes, NJ 08055
rburton@medfordlakes.com with a copy to
Burlington Vicinage Municipal Division
BurMunicipal.Mailbox@njcourts.gov

The Borough of Medford Lakes 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.