

Municipal Court Career Opportunity

MUNICIPALITY: MONTVILLE TOWNSHIP

VICINAGE: MORRIS / SUSSEX

POSITION TITLE: DEPUTY COURT ADMINISTRATOR (Part-time)

POSTING DATE: APRIL 30, 2024

DEADLINE DATE: MAY 14, 2024

SALARY RANGE: SALARY COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Montville Township Municipal Court is accepting applications for the position of Deputy Court Administrator to work part-time up to 20 hours per week. The selected candidate must be available to work court sessions on Tuesday afternoons. Municipal court experience is preferred but not required. Must have computer knowledge, excellent customer service, organizational skills and attention to detail.

Applicants who are not certified by the New Jersey Supreme Court or in the process of obtaining certification, or who are not fully accredited pursuant to R.1:41-3, must be willing to obtain conditional accreditation within six months of hire and become fully accredited within three years of hire date.

Court Sessions are conducted virtually, candidates with experience operating video conferencing platforms such as Zoom and/or Microsoft Teams is strongly preferred.

Please email resume and cover letter to:

June Hercek , Township Administrator

JHercek@montvillenj.org

and

Rebecca Muller, Municipal Division Manager

Rebecca.Muller@njcourts.gov

NO TELEPHONE CALLS PLEASE

The Township of Montville 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. **