

Municipal Court Career Opportunity

Shared Municipal Courts of Tinton Falls, Eatontown and Monmouth Beach

Monmouth Vicinage

POSITION TITLE: Deputy Municipal Court Administrator

POSTING DATE: July 2, 2018

DEADLINE DATE: July 13, 2018

SALARY RANGE: \$51,014.97

POSITION DESCRIPTION AND REQUIREMENTS

The Shared Municipal Courts of Tinton Falls, Eatontown and Monmouth Beach are seeking a motivated, self-starter, with good writing and communication skills to work under the general direction of the Municipal Court Judge(s) and Court Administrator. Candidate should have experience in court administration, case flow management, working knowledge ATS/ACS systems, MACS, Page Center and have excellent customer service skills for a very fast paced office. Responsibilities include but are not limited to answering queries from the public, employees, defendants; provides information and guidance to attorneys, defendants and community organizations; assist defendants with technical and procedural guidance, facilitate discussion among state, vicinage, and local management. Should have experience in the monitoring of daily, weekly and monthly reports, assist in maintaining the courts six financial accounts and draft correspondence in compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Applicants who have been awarded the title of Certified Municipal Court Administrator (CMCA) pursuant to N.J.S.A. 2B:12-11 are preferred. If the applicant does not possess the CMCA title, he/she needs to be accredited or in a position to become conditionally accredited within six months of the hire date pursuant to N.J. Court Rule 1:41-3 with full accreditation within three years.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please submit cover letter and current resume to:

Shared Municipal Courts of Tinton Falls, Eatontown and Monmouth Beach
C/O Court Administrator Stacy A. Kitson
556 Tinton Avenue
Tinton Falls, NJ 07724

NO PHONE CALLS, PLEASE

**** NOTE:**

The above local job posting was submitted to the vicinage by the local municipality and is **not** a State job posting.