

Municipal Court Career Opportunity

MUNICIPALITY: SURF CITY BOROUGH
VICINAGE: OCEAN COUNTY
POSITION TITLE: MUNICIPAL COURT ADMINISTRATOR
POSTING DATE: October 16, 2020
DEADLINE DATE: November 6, 2020
SALARY RANGE: \$29,000 to \$40,000

POSITION DESCRIPTION AND REQUIREMENTS

Surf City Borough Municipal Court is seeking to hire a Municipal Court Administrator with an understanding of supervisory management, 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. Certification by the State of New Jersey is preferred and will be required in accordance with NJ Court Rule 1:41-3. Candidates must comply with the Code of Conduct of Judiciary Employees.

Responsibilities include but are not limited to,

- oversight of all court functions, including court sessions and calendaring
- preparation of annual court budget
- 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 and resume via email, fax or regular mail to

Borough of Surf City
813 Long Beach Boulevard
Surf City, NJ 08008
boroughclerk@surfcitynj.org
(609)494-3054

NO PHONE CALLS, PLEASE

SURF CITY BOROUGH 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.