

TOWNSHIP OF EVESHAM
JOB OPPORTUNITY

TITLE: DEPUTY MUNICIPAL COURT ADMINISTRATOR
DEPARTMENT: Municipal Court
SALARY: \$26.00 - \$28.00 per hour DOQ
SCHEDULE: Monday – Friday 8:30AM – 4:30PM
Must be available for additional hours and “on-call” as needed

POSITION SUMMARY:

Under the direction of the Municipal Court Administrator and the Municipal Court Judge, the Deputy assists in supervising and/or performing quasi-judicial and administrative functions related to the operation of a municipal court.

APPLICANT SHOULD POSSESS excellent oral and written communication skills to work under the general direction of the Certified Municipal Court Administrator and the Municipal Court Judge.

QUALIFIED APPLICANT must have experience in court administration, case flow management, working knowledge of ATA/ACS, PCSam, eMACS, and Page Center. Should also have understanding of Criminal Justice Reform. Accredited candidates are preferred but not mandatory. Pursuant to N.J.S.A. 2B:12-11, et al, all newly appointed deputy municipal court administrators who are not fully accredited or certified must obtain conditional accreditation within six months of the date of appointment, and full accreditation within three years of the date of appointment. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

RESPONSIBILITIES INCLUDE, but are not limited to: answering inquiries from the public, employees, clients, attorneys, 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. Candidate will also perform related duties as assigned by Court Administrator.

Please submit cover letter, resume, and salary requirements to hr@evesham-nj.gov

or

Township of Evesham
Human Resources
984 Tuckerton Road
Marlton, NJ 08053.

EOE