

MUNICIPAL COURT CAREER OPPORTUNITY

Municipality: **Burlington Township**

Vicinage: **Burlington**

Position Title: **Burlington Twp./Burlington City Deputy Court Administrator (full-time)**

Posting Date: 01/31/2022

Deadline Date: 02/18/2022

Salary Range: **Hourly Range of \$19.54-\$31.09**

Position Description and Requirements

Burlington Township in the County of Burlington is seeking a qualified individual for the position of Deputy Municipal Court Administrator for the shared Burlington Township/Burlington City Municipal Court. This court is a high-volume court with approximately 70 court sessions per year. Applicants must be able to work well independently and under the direction of the Municipal Court Judge and Municipal Court Administrator.

Interested candidates should possess excellent writing and verbal communication skills and the ability to provide a high level of customer service. Responsibilities include but are not limited to processing complaints; on-call duties; 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.

Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system, PCSam, eMACS, Page Center/Web Reporting, and moderating virtual platforms such as Zoom. Experience in case flow management and other computer applications are a plus. Candidate should also have knowledge and understanding of Criminal Justice Reform. Experience in case flow management and other computer applications are a plus.

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.

Kindly submit a cover letter with current resume to: Burlington Township, ATTN: Jodi Botlinger, Personnel Officer, 851 Old York Road, Burlington, NJ 08016 or email jbotlinger@twp.burlington.nj.us

Burlington Township 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.**