

Municipal Court Career Opportunity

MUNICIPALITY: WEEHAWKEN MUNICIPAL COURT

VICINAGE: HUDSON VICINAGE

POSITION TITLE: COURT ADMINISTRATOR – FULL TIME

POSTING DATE: June 1, 2020

DEADLINE DATE: June 10, 2020

SALARY RANGE: Depends on Experience

POSITION DESCRIPTION AND REQUIREMENTS

The Town of Weehawken is seeking to hire a qualified individual to perform the duties of Municipal Court Administrator. Applicants must have a high school diploma. Under the direction of the Municipal Court Judge, applicants should have experience in all aspects of court administration, including case flow management, strong working knowledge of ATS/ACS, MACS, Pagecenter, Promis/Gavel, Reports on Demand and ECourts systems. POMCA I- IV preferred. Responsibilities include, but are not limited to providing technical and procedural guidance, monitoring daily, weekly, and monthly reports, maintaining court financial accounts, processing criminal complaints, determining probable cause, warrant processing, bail related matters, on call duties and complying 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.

Applicants who have been awarded certification pursuant to NJSA 2B:12-11 are preferred but not mandatory. If an applicant is not certified, he or she must obtain conditional accreditation within six months of the hire date and become fully accredited within three years of the hire date pursuant to regulations under NJ Court Rule 1:41-3.

Please submit cover letter and resume via regular mail by the deadline to:

Hon. Lauren R. Oliveri, J.M.C.
Weehawken Municipal Court
400 Park Avenue
Weehawken, NJ 07086

NO PHONE CALLS PLEASE.

The Weehawken Municipal Court 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.