

Municipal Court Career Opportunity

MUNICIPALITY: TOWNSHIP OF MIDDLE
VICINAGE: ATLANTIC/CAPE MAY
POSITION TITLE: DEPUTY COURT ADMINISTRATOR
POSTING DATE: November 28, 2018
CLOSING DATE: December 7, 2018
SALARY: COMMENSURATE WITH EXPERIENCE PLUS BENEFITS

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Middle is seeking a qualified individual for the full-time position of Deputy Court Administrator. Applicants must have excellent customer service and organizational skills, pay attention to details and able to self-motivate. Applicants must have experience in all aspects of court administration including a strong working knowledge of the ATS/ACS/MACS computer system and Page Center. Experience in case flow management and other computer applications are a plus. Responsibilities include, but are not limited, to: case processing, determining probable cause, interacting with citizens, attorneys and law enforcement officers, answering queries from the public, employees, clients; data entry, all phases of case management, compliance with NJ Rules of Court, administrative directives, laws and established policies and procedures governing the operations of the Municipal Courts.

Candidates must be willing to work an extended day on Thursday for the court session which begins at 8:30 am. Office hours are Monday to Friday, 8:30 am to 4:00 pm. The Township reserves the right to interview candidates before application deadline. The Township reserves the right to accept applications until the position is filled. The Township is a Civil Service Community.

Applications can be downloaded at <http://middletownship.com/jobs/> or picked up in the Human Resources Department. No telephone calls, please.

Applications can be emailed to: vkalish@middletownship.com or mailed to:

Township of Middle
Attn: Human Resources & Training Department
33 Mechanic Street
Cape May Court House, NJ 08210

The Township of Middle 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.