

Municipal Court Career Opportunity

MUNICIPALITY: BOROUGH OF AUDUBON
SERVICING MUNICIPALITIES OF AUDUBON//HADDON
HEIGHTS/STRATFORD/GIBBSBORO

VICINAGE: CAMDEN COUNTY

POSITION TITLE: DEPUTY COURT ADMINISTRATOR

POSTING DATE: 01/26/2024

DEADLINE DATE: Open until position is filled

SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Audubon Municipal Court is seeking a qualified, self-motivated, and organized individual for the position of Deputy Court Administrator. Applicant must be able to work independently and well with others under the direction of the Municipal Court Administrator and Municipal Court Judge. Interested candidate should possess excellent writing and verbal communication skills and ability to provide high level of customer service. This is a shared service court so the ability to multi-task is imperative. Candidate should have experience with all computer programs and applications pertinent to the municipal court, such as, ATS/ACS, MACS, Page Center, Reports on Demand, ECDR, PCSAM, ETC. Experience with Microsoft Word, Excel, Zoom is required.

Responsibilities include, but not limited to processing complaints, on call duties, determining probable cause, supervising staff, answering phones, responding to inquiries, preparing, reviewing, monitoring reports, case management, payment posting, financial accounting, assisting court administrator.

Applicants who are not certified by the New Jersey Supreme Court or in the process of obtaining certification, or who are not fully accredited pursuant to R.1:41-3, must be willing to obtain conditional accreditation within six months of hire and become fully accredited within three years of hire date. The hiring process will comply with R. 1:34-3

Hours are Monday through Friday, 8:30 am to 4:00 p.m. Court sessions are every Monday morning. Compensation for On Call duties and any overtime required.

Please send resume with salary requirements to Audubon Municipal Court, 606 W. Nicholson Road, Audubon, NJ 08106 or fax to 856-310-0825.

The Borough of Audubon 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.