

# Municipal Court Career Opportunity

**MUNICIPALITY:** East Newark

**VICINAGE:** Hudson

**POSITION TITLE:** Municipal Court Administrator

**POSTING DATE:** 4/25/24

**DEADLINE DATE:** 5/17/24 by 5:00 pm

**SALARY RANGE/SCHEDULE:** COMMENSURATE WITH EXPERIENCE/PART TIME EVENINGS, SPECIFIC HOURS TBD

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## **POSITION DESCRIPTION AND REQUIREMENTS**

### **EAST NEWARK BOROUGH MUNICIPAL COURT IS SEEKING A MUNICIPAL COURT ADMINISTRATOR (PART-TIME):**

The Borough of East Newark is seeking a motivated, self-starter, with good writing and communication skills to work under the general direction of the Municipal Court Judge. Applicants who have been awarded the title of Certified Municipal Court Administrator (CMCA) pursuant to N.J.S.A. 2B:12-11 are preferred. 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. Responsibilities include but are not limited to:

- Data entry of traffic tickets and complaints filed with the municipal court into and printing E-tickets via MACS BPM
- Prepares, e-mails and prints court calendars via PageCenter
- Records and logs court proceedings and maintains court logs
- Receives fines, costs and other monies paid into the court and posts all payments in ATS/ACS or MACS BPM
- Responds to telephone and correspondence inquiries, including but not limited to letters of representation and disposition requests
- Answers phone calls and responds to walk-in inquiries, assisting defendants with technical and procedural guidance
- Grants adjournments within general guidelines for traffic and non-indictable matters
- Handles special requests for information in accordance with prescribed rules and regulations set forth by the AOC

- Processes all notices generated for traffic and criminal complaints, including but not limited to scheduling notices, failure to appear notices and warrant notices
- High volume routine contacts with general public, attorneys, court administrative personnel and various law enforcement agencies at all levels
- Candidates with knowledge of ZOOM preferred.
- Required to adhere to the Code of Conduct for Judiciary Employees
- All job responsibilities are performed in accordance with the New Jersey Rules of Court, Supreme Court Directives, Code of Conduct for Judiciary Employees, laws and established policies and procedures governing the operation of the Municipal Court
- Candidate must be courteous and able to deal effectively and efficiently with the public.
- Candidate should be detail oriented and have strong customer service, communication, and telephone skills.
- Candidate with the ability to read, write, speak, understand or communicate in English and Spanish (or Portuguese) sufficiently to perform the duties of the position preferred.
- Candidates must attend night court and additional days when required.

Resumes will be accepted via email only to [mcifelli@boroughofeastnewark.com](mailto:mcifelli@boroughofeastnewark.com) by no later than 5 pm on Friday May 17, 2024. Emails MUST contain the subject line "Resume- Municipal Court Administrator"

The East Newark Borough 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.