

Municipal Court Career Opportunity

MUNICIPALITY: West Cape May
VICINAGE: Atlantic/Cape May
POSITION TITLE: Court Administrator – Full Time
POSTING DATE: October 1, 2021
DEADLINE DATE: October 14, 2021
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of West Cape May is seeking a qualified individual for the position of Shared Municipal Court Administrator to work under the general direction of the Municipal Court Judges in the West Cape May Municipal Court and Cape May City/Cape May Point Municipal Court. Candidate should have experience in shared court administration, case flow management, working knowledge of ATS/ACS, MACS and Page Center systems, and also have excellent customer service skills.

Responsibilities include, but are not limited to, answering queries from the public, employees, and defendants; providing information and guidance to attorneys, defendants, and community organizations; assisting defendants with technical and procedural guidance; facilitating discussion among state, vicinage, and local management; preparing reviewing and monitoring daily, weekly and monthly reports. Responsible for maintaining the Municipal Court's financial accounts and evaluation reports; draft correspondence; compliance 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.

Must be a certified Municipal Court Administrator pursuant to N.J.S.A. 2B:12-11 *or* in the process of becoming certified pursuant to the statute. The applicant must have two years of experience in work related to the administrative operations of a court, law enforcement agency, law office, or governmental agency, including the preparation and/or processing of legal documents. Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please complete application link below:

<https://www.westcapemay.us/employment/employment-application/file.html>

Also, submit cover letter and current resume to:

Theresa Enteadó
Borough of West Cape May
732 Broadway
West Cape May, NJ 08204

Or

Email – tenteado@westcapemay.us

Subject: Municipal Court Administrator

The Borough of West Cape May 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.