

Municipal Court Career Opportunity

JURISDICTION: Lyndhurst Municipal Court
VICINAGE: Bergen Vicinage
POSITION TITLE: Deputy Municipal Court Administrator
POSTING DATE: October 18, 2023
DEADLINE DATE: November 6, 2023
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Lyndhurst Municipal Court is seeking a motivated, self-starter, with good writing and communication skills to work under the general direction of the Judge of the Municipal Court. Candidate should have experience in court administration, case flow management, working knowledge of PCSAM, e-MACS, Web Reporter, Enterprise Portal systems, and have excellent customer service skills. Knowledge of ZOOM and Microsoft TEAMS would be helpful, but not required; and other duties as assigned. Responsibilities include but are not limited to answering queries from the public, employees, defendants; provides information and guidance to attorneys, defendants and community organizations; assist defendants with technical and procedural guidance, facilitate discussion among state, vicinage, and local management. Should have experience in the monitoring of daily, weekly and monthly reports, assist in maintaining the courts two financial accounts and draft correspondence in compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Unaccredited applicants shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within three years of the hire date as set forth in the New Jersey Court Rules. Perform related duties as required.

Please submit cover letter and current resume to:

Kim Bolton, C.M.C.A
Municipal BLDG.
367 Valley Brook Ave.
Lyndhurst, NJ 07071
Fax: (201) 935-2581
E-Mail: Kim.bolton@njcourts.gov

Fax Copy to the Attention of Brendis Montijo-Wrigley, Municipal Division Manager
E-mail: BERMunicipal.mailbox@njcourts.gov

NO PHONE CALLS, PLEASE

**** NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is not a State job posting.