# Municipal Court Career Opportunity

**MUNICIPALITY: RIVERSIDE TOWNSHIP MUNICIPAL COURT**

**VICINAGE: BURLINGTON**

**POSITION TITLE: DEPUTY COURT ADMINISTRATOR**

**POSTING DATE: November 8, 2021**

**DEADLINE DATE: November 22, 2021**

**SALARY RANGE: Base annual salary $35,000, additional negotiable commensurate with experience**

**POSITION DESCRIPTION AND REQUIREMENTS**

The Township of Riverside in the County of Burlington is seeking a qualified, self-motivated, and detail-oriented individual for the position of Deputy Municipal Court Administrator for the Riverside Municipal Court. Interested candidates should possess excellent writing and verbal communication skills and the ability to provide a high level of customer service. Applicants must be able to work well independently and under the direction of the Municipal Court Administrator and Municipal Court Judge.

Interested candidates should possess excellent writing and verbal communication skills and the ability to provide a high level of customer service. Candidate must be able to work well independently and under the direction of the Municipal Court Administrator and Municipal Court Judge. Responsibilities include, but are not limited to: processing complaints; on-call duties; answering inquiries from the public, employees, clients, attorneys, etc.; preparing, reviewing, evaluating and monitoring daily, weekly and monthly reports; accepting bail and pleas of guilty with payments; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the New Jersey Municipal Courts.

Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system, PCSam, eMACS, Page Center/Web Reporting, and moderating virtual platforms such as Zoom. Experience in case flow management and other computer applications are a plus. Candidate should also have knowledge and understanding of Criminal Justice Reform. Experience in case flow management and other computer applications are a plus.

Accredited candidates are preferred but not mandatory. Pursuant to N.J.S.A. 2B:12-11, et al, all newly appointed deputy municipal court administrators who are not fully accredited or certified must obtain conditional accreditation within six months of the date of appointment, and full accreditation within three years of the date of appointment. The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

**Please send resume via email to: Susan Dydek at sdydek@riversidetwp.org**

**Riverside Township 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.**