

Municipal Court Career Opportunity

MUNICIPALITY: Berlin Borough, Camden County
VICINAGE: Camden Vicinage
POSITION TITLE: Deputy Court Administrator -part-time
POSTING DATE: 7-25-2024
DEADLINE DATE: 8-19-2024
SALARY RANGE: \$20.80 per hour/29.5 hours a week

POSITION DESCRIPTION AND REQUIREMENTS

The Berlin Borough is seeking a qualified individual for the position of Deputy Municipal Court Administrator. Excellent customer service skills, attention to details, organization and self-motivation are a must. Successful candidate will work under the general direction of the Municipal Court Judge and Municipal Court Administrator. Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system, eMACS, PCSAM, Municipal Case Resolution, eCourts, eCourts Expungement System, Reports on Demand and PageCenter. Experience in case flow management, other computer applications, video communications and virtual court platforms are a plus.

Responsibilities include but are not limited to: answering queries from the public, employees, clients, attorneys, etc; supervising staff; preparing, reviewing and monitoring daily, weekly and monthly reports; evaluating reports; drafting correspondence; performing data entry; complying with the New Jersey Rules of Court, Supreme Court Orders and Guidelines, Administrative Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

Candidates must either be accredited or in the process of obtaining accreditation, per N.J. Court Rule 1:41-3.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please submit cover letter, current résumé and salary requirements by or before 8-19-2024 to:

Kelly Foster, Court Administrator **and**
Berlin Borough
Kelly.foster1@njcourts.gov

Kelli Bolinski
Assistant Municipal Division Manager
Camden Vicinage
Kelli-ann.bolinski@njcourts.gov

Kindly reference the Berlin Borough DCA position in your email.

****No telephone calls, please****

The Berlin 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.