

Municipal Court Career Opportunity

MUNICIPALITY: ABERDEEN TOWNSHIP MUNICIPAL COURT
VICINAGE: MONMOUTH VICINAGE
POSITION TITLE: DEPUTY MUNICIPAL COURT ADMINISTRATOR – FULL TIME
POSTING DATE: MAY 10, 2018
DEADLINE DATE: MAY 24, 2018
SALARY RANGE: \$32,500.00-\$50,000.00

POSITION DESCRIPTION AND REQUIREMENTS

The Aberdeen Township Municipal Court is seeking a qualified individual who is motivated with proven management, supervisory, writing and communication skills to work under the general direction of the Municipal Court Administrator and Municipal Court Judge.

Position is full time and includes a full benefit package.

Responsibilities include, but are not limited to: supervising staff, case processing, determining probable cause, responding to public inquiries, providing information to attorneys, defendants, other government agencies, drafting correspondence, monitoring daily, weekly and monthly reports and maintain court financial accounts, 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.

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.

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

Please submit cover letter, current resume and salary requirements by mail, fax or e-mail to:

Aberdeen Township, Attn: Holly Reycraft, Township Manager
1 Aberdeen Square, Aberdeen, NJ 07747
E-mail – Holly.Reycraft@aberdeennj.org
Fax – 732-290-3171

Fax copy to the attention of John Tonelli, Municipal Division Manager
Monmouth Vicinage - 732-677-4628

The Township of Aberdeen 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.