

Municipal Court Career Opportunity

MUNICIPALITY: Cresskill
VICINAGE: Bergen Vicinage
POSITION TITLE: Municipal Court Administrator – Part Time
Up to 19 hrs/wk + Court Sessions
COURT SESSIONS: 1st and 3rd Thursday, 5:00 pm
POSTING DATE: August 5, 2014
DEADLINE DATE: August 22, 2014
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Cresskill is seeking a motivated, self starter, with good writing and communication skills to work under the general direction of Municipal Court Judge. Candidate should have experience in court administration, case flow management, working knowledge ATS/ACS systems, and have excellent customer service skills. Responsibilities include, but are not limited to, answering queries from 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, prepares, reviews and monitors daily, weekly and monthly reports, responsible for maintaining the courts two 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. Certification by the State of New Jersey is required.

Please submit cover letter and current resume to:

Barbara Nasuto, Borough Clerk
Borough of Cresskill
67 Union Avenue
Cresskill, NJ 07626
Fax: (201) 569-3714

NO PHONE CALLS, PLEASE

The Borough of Cresskill 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.