

Municipal Court Career Opportunity

MUNICIPALITY:	Medford Township Municipal Court
VICINAGE:	Burlington
POSITION TITLE:	Deputy Court Administrator Part-Time-includes paid sick, vacation, personal time and holidays per Twp. employee manual
POSTING DATE:	July 9, 2025
DEADLINE DATE:	August 8, 2025-<u>Twp. has the right to fill prior to deadline date</u>
SALARY RANGE:	\$24.00 per hour
SCHEDULE:	24 hrs. per week (plus additional 5 hours every two weeks when on call)

POSITION DESCRIPTION AND REQUIREMENTS

Medford Township is seeking a qualified, self-motivated, and detail-oriented individual for the part-time position of Deputy Municipal Court Administrator in the Medford Municipal Court.

The ideal candidate will possess strong written and verbal communication skills, demonstrate professionalism, and provide a high level of customer service. The ability to work independently as well as collaboratively under the direction of the Certified Municipal Court Administrator and the Municipal Court Judge is essential.

Key Responsibilities Include (but are not limited to):

- Processing complaints and performing on-call duties
- Responding to inquiries from the public, attorneys, employees, and other stakeholders
- Preparing, reviewing, and monitoring daily, weekly, and monthly court reports
- Accepting bail and pleas of guilty with payment
- Drafting correspondence and legal documents
- Ensuring compliance with the New Jersey Rules of Court, Supreme Court Directives, statutes, and other applicable regulations and procedures governing municipal courts

Preferred Qualifications:

- Experience in municipal court administration
- Proficiency in court systems including ATS/ACS, PCSAM, eMACS, Promis Gavel, CCIS, Page Center/Web Reporting, Online Dispute Resolution (ODR), and the Municipal eFiling system
- Familiarity with virtual platforms such as Zoom and Microsoft Teams
- Knowledge of case flow management and other relevant computer applications

Accreditation Requirements:

- Applicants who are not yet accredited must obtain conditional accreditation within six (6) months of hire and full accreditation within three (3) years, in accordance with New Jersey Court Rule 1:41-3.
- Applicants currently conditionally accredited must complete all training requirements and become fully accredited within three (3) years of appointment, as required by N.J.S.A. 2B:12-11.

Please send cover letter and resume via email to:

Stacy.McBride@njcourts.gov

with a copy to: BurMunicipal.Mailbox@njcourts.gov

Medford 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.**