

# Municipal Court Career Opportunity

**MUNICIPALITY:** BOROUGH OF SEASIDE PARK  
**VICINAGE:** OCEAN COUNTY  
**POSITION TITLE:** DEPUTY COURT ADMINISTRATOR  
**POSTING DATE:** October 24, 2016  
**DEADLINE DATE:** November 3, 2016  
**SALARY RANGE:** \$41,825.18 to \$50,628.60 (with experience)

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Borough of Seaside Park Court is seeking to hire a Deputy Municipal Court Administrator with an understanding of case flow management, working knowledge of ATS/ACS systems, MACS, and Page Center a plus. Candidate must have excellent customer service, writing, and communication skills; be motivated and a self-starter for this court to work under the general direction of the Municipal Court Judge. Full accreditation / certification by the State of New Jersey will be required in accordance with the laws of the State of New Jersey.

Responsibilities include but are not limited to,

- oversight of all court functions, including court sessions and calendaring
- preparation of annual court budget
- responding to inquiries from public and litigants
- providing information and guidance to attorneys, defendants and community organizations
- assisting defendants with technical and procedural issues
- facilitating discussion between vicinage, state, and local authorities
- reviewing and monitoring daily, weekly and monthly management reports
- responsible for maintaining the court's two financial accounts
- ensuring 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.
- Drafting correspondence.

Please submit application, cover letter and resume via email to:

**clerk@seasideparknj.org**

**\*\*\* SPECIAL NOTE: IN THE SUBJECT LINE OF YOUR EMAIL,  
PLEASE PUT - RESUME: DEPUTY COURT\*\*\***

**NO PHONE CALLS, PLEASE**

**BOROUGH OF SEASIDE PARK 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.