

MUNICIPAL COURT CAREER OPPORTUNITY

MUNICIPALITY: Borough of Gibbsboro
VICINAGE: Camden
POSITION TITLE: Municipal Court Administrator
POSTING DATE: 12/5/18
DEADLINE DATE: 12/28/18
SALARY RANGE: \$30,000 - \$40,000

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Gibbsboro is seeking a qualified individual to be the Municipal Court Administrator for the Gibbsboro Municipal Court. The successful candidate should be a motivated self-starter, with good writing and communication skills to work under the general direction of the Municipal Court Judge. The Candidate should have experience in court administration, case flow management, working knowledge of ATS/ACS, MACS systems and have excellent customer service skills. Responsibilities include but not limited to answering queries from the public, employees, defendants; provide information and guidance to attorneys, defendants and assist defendants with technical and procedural guidance. Should have experience in the monitoring of daily, weekly and monthly reports, assist in maintaining the court financial accounts and draft correspondence 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

Candidates must either have been awarded the title of Certified Municipal Court Administrator pursuant to NJSA 2B:12-11, or in a position to become conditionally accredited within six months of hire date pursuant to NJ Court Rule 1:41-3.

Please send resume with salary requirements via e-mail, by 12/28/18 to:

Anne D. Levy, RMC Email: gibbyclerk@comcast.net
Borough Clerk
Borough of Gibbsboro

The Borough of Gibbsboro is an Equal Opportunity Employer.