

Municipal Court Career Opportunity

MUNICIPALITY: Borough of Keyport Municipal Court
VICINAGE: Monmouth
POSITION TITLE: Deputy Municipal Court Administrator
POSTING DATE: May 21, 2019
DEADLINE DATE: June 4, 2019
SALARY RANGE: Commensurate with experience

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Keyport Court is seeking a qualified, detail-oriented individual with excellent customer service and communication skills to work under the direction of the Municipal Court Judge and Municipal Court Administrator of the municipal court.

Responsibilities include, but are not limited to, assisting the Court Administrator with the following:

Answering queries from the public, employees, clients, attorneys, etc.; supervising staff; preparing, reviewing and monitoring daily, weekly and monthly reports; evaluating reports; drafting correspondence; reconciling court accounts; complying 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.

The Municipal Court work week is Monday through Friday, 8:30am to 4:00pm. The candidate chosen to fill the vacancy will be required to be available for evening court sessions and for on-call after normal business hours.

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

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011. Please mail resume with salary requirements by June 4, 2019 to:

Jennifer Ingenito, CMCA
Keyport Municipal Court
70 W Front Street
Keyport, New Jersey 07735
Fax: 732-739-2133

Fax copy to the attention of John Tonelli, Municipal Division Manager
Monmouth Vicinage - 732-435-8340

The Borough of Keyport 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.