

**MUNICIPALITY:** Borough of Keyport Municipal Court  
**VICINAGE:** Monmouth  
**POSITION TITLE:** Deputy Municipal Court Administrator  
**POSTING DATE:** August 19, 2019  
**DEADLINE DATE:** September 10, 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 be certified by the New Jersey Supreme Court and be fully accredited pursuant to R.1:41-3.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011. Please mail resume with salary requirements by September 10, 2019 to:

Denise Nellis  
70 West Front Street  
Keyport NJ 07735  
Fax: 732-739-8738  
[dnellis@keyportonline.com](mailto:dnellis@keyportonline.com)

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.