

Municipal Court Career Opportunity

MUNICIPALITY: Borough of Keyport
VICINAGE: Monmouth Vicinage
POSITION TITLE: Full-Time Deputy Court Administrator
POSTING DATE: 8/4/17
DEADLINE DATE: 8/18/17
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Keyport is seeking a qualified individual who is motivated with proven management, supervisory, writing and communication skills to work under the general direction of the Court Administrator and Municipal Court Judge for Borough of Keyport.

Responsibilities include, but are not limited to: supervising staff, case processing, determining probable cause, responding to public inquiries, providing information to attorneys, defendants, other government agencies, drafting correspondence, monitoring daily, weekly and monthly reports and maintain court financial accounts, 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.

Applicants who are not certified by the New Jersey Supreme Court or in the process of obtaining certification, or who are not fully accredited pursuant to R.1:41-3, must be willing to obtain conditional accreditation within six months of hire and become fully accredited within three years of hire date.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011. Please submit a cover letter, current resume and salary requirements to:

Please submit cover letter and current resume, by mail, fax or email to:

Jennifer Ingenito, CMCA
Keyport Borough Municipal Court
70 W Front Street
Keyport, NJ 0770235
Fax: (732) 739-2133
Email: Jennifer.ingenito@njcourts.gov

Fax Copy to the Attention of John Tonelli, Municipal Division Manager
Fax: 732-677-4628

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.