

Municipal Court Career Opportunity

MUNICIPALITY: Roselle Municipal Court
VICINAGE: Union
POSITION TITLE: Municipal Court Administrator
POSTING DATE: October 9, 2013
DEADLINE DATE: November 1, 2013
SALARY RANGE: Commensurate with Experience

POSITION DESCRIPTION & REQUIREMENTS

The Roselle Municipal Court is seeking a manager with strong organizational and team leadership skills to administer the day to day operations of the Roselle Municipal Court. The Roselle Municipal Court processes approximately 12,000 criminal and traffic cases per year, with a total staff of three (3), plus one part-time staff member. Under the direction of the Municipal Judge, the selected candidate will supervise the daily activities of the Municipal Court staff, prepare and manage the Court's operating budget, perform monthly reconciliation of the bail and general Court accounts, draft monthly case log reports and issue required checks on a monthly basis, as well as overseeing all activities relative to the efficient operation of the Court.

Current certification as a Municipal Court Administrator issued by the New Jersey Supreme Court pursuant to N.J.S.A. 2B:12-11 is required. BS/BA degree is highly desirable. Four (4) years of experience in Court Administration, two (2) years of which must have been at a managerial or supervisory level is also required. This is a Civil Service position and the candidate should be prepared to have Civil Service Certification or to become certified according to civil service requirements.

Submit a cover letter and current resume with salary requirements by November 1, 2013 to:

Honorable Carl L. Marshall, J.M.C.
Roselle Municipal Court
210 Chestnut Street
Roselle, New Jersey 07203

The Borough of Roselle is an equal opportunity employer.