

Municipal Court Administrator

MUNICIPALITY: Borough of Hamburg
VICINAGE: Morris / Sussex
POSITION TITLE: Municipal Court Administrator, Part time
(approximately 20 hours per week)
POSTING DATE: October 21, 2021
DEADLINE DATE: November 5, 2021
SALARY RANGE: Commensurate with experience

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Hamburg is currently accepting applications for the (part time) position of Municipal Court Administrator. Candidates must have experience in all aspects of court administration to work under the general direction of the Municipal Court Judge. The candidate must possess strong financial expertise along with excellent writing and communication skills. Additionally, case flow management, including eMACS/PCSAM/ Page Center experience, excellent customer service and telephone skills are required. Attention to detail, organization, and self-motivation are essential. Candidate must be a Certified Municipal Court Administrator pursuant to NJSA 2B:12-11 or become certified pursuant to the statute.

As court sessions are conducted virtually due to the current health crisis, candidates with experience operating video conferencing platforms such as ZOOM and or Microsoft TEAMS is preferred but not required.

Please submit resume & salary requirements by or before November 5, 2021, to:

Doreen Schott, Borough Clerk

Clerk@hamburgnj.org

and

Rebecca Muller, Municipal Division Manager

Rebecca.Muller@njcourts.gov

The Borough of Hamburg 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. ****