

# Municipal Court Career Opportunity

**MUNICIPALITY:** Tabernacle Township

**VICINAGE:** Burlington

**POSITION TITLE:** Deputy Municipal Court Administrator  
Part Time 14 hours per week

**POSTING DATE:** September 20, 2020

**DEADLINE DATE:** Posted until filled

**SALARY RANGE:** \$20 per hour

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Township of Tabernacle in the County of Burlington is seeking a qualified, self-motivated and detail oriented individual for the part-time position of Deputy Municipal Court Administrator. Candidates should possess excellent writing and verbal communication skills and the ability to provide a high level of customer service. Applicants must be able to work well independently and under the direction of the Municipal Court Administrator and Municipal Court Judge. Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system, MACS and Page Center. Experience in case flow management and other computer applications are a plus.

Responsibilities include, but are not limited to: processing complaints; on-call duties; answering inquiries from the public, employees, clients, attorney's, etc.; preparing, reviewing, evaluating and monitoring daily, weekly and monthly reports; accepting bail and pleas of guilty with payments; drafting correspondence; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the New Jersey Municipal Courts.

Unaccredited applicants shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within three years of the hire date as set forth in the New Jersey Court Rules. Applicants who are presently conditionally accredited, must meet all training requirements to become fully accredited within three years from the date of appointment pursuant to NJSA 2B:12-11 pursuant to NJ Court Rule 1:41-3.

Court Office Hours are Monday- Friday 8am to 3:30pm. Court Sessions are the first and third Tuesday of the month. Candidate must be available for court sessions that may extend into the early evening. Office hours and court sessions may be subject to change. Interested candidates should submit resume with salary requirements to:

Douglas A. Cramer, C.P.W.M., Township Administrator  
Tabernacle Township  
163 Carranza Road  
Tabernacle, NJ 08088  
[twpadm@townshipoftabernacle-nj.gov](mailto:twpadm@townshipoftabernacle-nj.gov)

**Tabernacle Township is an Equal Opportunity Employer.**