

Municipal Court Career Opportunity

MUNICIPALITY: CITY OF VENTNOR
VICINAGE: ATLANTIC/CAPE MAY
POSITION TITLE: COURT ADMINISTRATOR - TEMPORARY
POSTING DATE: MARCH 12, 2021
CLOSING DATE: MARCH 26, 2021
SALARY: COMMENSURATE WITH EXPERIENCE, NOT TO EXCEED \$70,000

POSITION DESCRIPTION AND REQUIREMENTS

The City of Ventnor is seeking a qualified individual for the position of Municipal Court Administrator to work under the general direction of the Municipal Court Judge. Candidate should have experience in case flow management, working knowledge ATS/ACS, MACS and Page Center systems, and have excellent customer service skills. Responsibilities include, but are not limited to: answering queries from public employees, defendants; provides information and guidance to attorneys, defendants and community organizations; assist defendants with technical and procedural guidance, facilitate discussion among state, vicinage, and local management, prepares, reviews and monitors daily, weekly and monthly reports, responsible for maintaining the courts, financial accounts, and evaluation reports, draft correspondence, compliance 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. Certification by the State of New Jersey is required.

Please submit cover letter and current resume to:

Lisa H. Hand, RMC,
City Clerk City of
Ventnor
6201 Atlantic Ave
Ventnor NJ
08406

or

Email-lhand@ventnorcourt.org

Subject: Municipal Court Administrator

The City of Ventnor 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.