

MUNICIPALITY:	ABSECON MUNICIPAL COURT
VICINAGE:	CAPE-ATLANTIC
POSITION TITLE:	DEPUTY COURT ADMINISTRATOR
POSTING DATE:	JANUARY 22, 2025
DEADLINE DATE:	FEBRUARY 22, 2025
SALARY RANGE:	ACCORDING TO ABSECON PERSONNEL POLICY

The City of Absecon is seeking a qualified, self motivated, and detail-oriented individual for the part time position of Deputy Court Administrator. Interested 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 Certified Municipal Court Administrator and Municipal Court Judge.

Responsibilities include but are not limited to processing criminal complaints, traffic tickets, as well as answering inquiries from the public, clients, and attorneys; preparing, reviewing, and monitoring daily reports; accepting bail and processing payments; complying with the New Jersey Rules of the Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the New Jersey Municipal Courts.

Experience in Court Administration is preferred, including a strong working knowledge of the ATS/ACS, PCSAM, EMACS, Promis Gavel, CCIS, Page Center/Web reporting, Online Dispute Resolution system, Municipal eFiling system, and the Zoom and Microsoft Teams Virtual platforms. Knowledge of case flow management and other computer applications are a plus.

This part-time position will average 28 hours per week, flexible schedule, Must work Monday evenings for court.

Unaccredited applicants shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within 3 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 3 years from the date of appointment pursuant to NJSA 2B: 12-11 pursuant to NJ Court Rule 1:41-3.

Please send resume and cover letter via email to:

merrilee.carlson@njcourts.gov

or mail to City of Absecon Attn.: Merrilee Carlson, CMCA, 500 Mill Road, Absecon, NJ 08201