

Municipal Court Career Opportunity

JURISDICTION: Oakland Municipal Court

VICINAGE: Bergen Vicinage

POSITION TITLE: Bilingual (Spanish) Deputy Municipal Court Administrator

POSTING DATE: April 26, 2023

DEADLINE DATE: May 15, 2023

SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Oakland Municipal Court is seeking a motivated, self-starter, with good writing and communication skills to work under the general direction of the Judge of the Municipal Court. Candidate should have experience in court administration, case flow management, working knowledge ATS/ACS, MACS and PageCenter systems, and have excellent customer service skills. Knowledge of PCSam; ODR, eCourts; ZOOM and Microsoft TEAMS would be helpful, but not required; and other duties as assigned. Responsibilities include but are not limited to answering queries from the 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. Should have experience in the monitoring of daily, weekly and monthly reports, assist in maintaining the courts two financial accounts and draft correspondence in compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the 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. Perform related duties as required.

Please submit cover letter and current resume to:

Dawn Baron, C.M.C.A
Municipal BLDG.
10 Lawlor Dr.
Oakland, NJ 07436
Fax: 201-337-4662

DAWN.BARON@NJCOURTS.GOV

Fax Copy to the Attention of Brendis Montijo-Wrigley, Municipal Division Manager

E-mail: BERMunicipal.mailbox@njcourts.gov

NO PHONE CALLS, PLEASE

**** NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is **not** a State job posting.