

Municipal Court Career Opportunity

MUNICIPALITY: City of Camden

VICINAGE: Camden

POSITION TITLE: Deputy Municipal Court Administrator
Deputy Municipal Court Administrator (Bilingual)
(Will be required to pass Civil Service Bilingual Examination)

POSTING DATE: November 16, 2016

DEADLINE DATE: November 30, 2016

SALARY: 50,262

POSITION DESCRIPTION AND REQUIREMENTS

The City of Camden Municipal Court is seeking a full-time qualified individual to serve as Deputy Court Administrator. Applicants should have experience in all aspects of court administration including, but not limited to assisting the director and court administrator, supervision of court staff, understanding of case flow management and working knowledge of the ATS/ACS systems, MACS and Page Center applications.

Candidates must have excellent customer service skills, attention to detail, organization and self-motivation skills are required. 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.

Please send cover letter and resume with salary requirements by November 30, 2016, to:

Lisa Picon, Sr. Personnel Assistant
City of Camden
Personnel Office
520 Market Street, Rm 405
Camden, NJ 08101

The City of Camden 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.