

Municipal Court Career Opportunity

MUNICIPALITY: City of Camden
VICINAGE: Camden County
POSITION TITLE: Court Director (Full-time)

EDUCATION/EXPERIENCE: Graduation from accredited college or university with a Bachelor's Degree. Three (3) years of management experience. Applicants who do not meet the above education requirement may substitute additional work experience as described on a year-to-year basis.

POSTING DATE: August 30, 2019

DEADLINE DATE: September 16, 2019

SALARY RANGE: \$70,968 - \$112,200

Position Description:

The City of Camden is seeking a highly motivated, self-starter with strong writing and communication skills to lead court operations under the general direction of the Municipal Court Chief Judge. The duties include but are not limited to: planning and directing the development and implementation of management objectives and goals, establishing program evaluation criteria, establishing office procedures and policies and developing appropriate staffing patterns to ensure the efficient and effective operations of the court. This individual is responsible for coordinating budget development and administration, preparing or directing the preparation of summary statistical and other reports and ensuring court operations fully comport with the Rules of the Court as well as the directives of the Administrative Office of the Courts, Vicinage Assignment Judge and Municipal Court Chief Judge. Managing subordinate supervisory employees by providing required direction, advice and training as well as evaluating work performance is an integral responsibility of the position. The candidate should have experience in court administration, case-flow management, working knowledge of ATS/ACS systems, MACS, Page Center and possess excellent customer service skills. Certification by the State of New Jersey is required per Court Rule 1:41-3.

Please send or email resume by September 16, 2019

Cindy Gunter
Municipal Division
6 Executive Campus, Suite 300
Cherry Hill, NJ 08002
Cindy.Gunter@NJCourts.gov

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.**