

Municipal Court Career Opportunity

MUNICIPALITY: City of Camden
VICINAGE: Camden
POSITION TITLE: Deputy Court Administrator
POSTING DATE: December 7, 2020
DEADLINE DATE: December 28, 2020
SALARY RANGE: 55,590 to 70,952

POSITION DESCRIPTION AND REQUIREMENTS

The City of Camden is seeking a full-time qualified individual for the position of Deputy Court Administrator. Candidates should possess excellent writing and verbal communication skills, detail oriented and the ability to provide a high level of customer service. Applicants should have experience in all aspects of court administration, including strong working knowledge of ATS/ACS computer system, MACS and Page Center. Applicants should work well independently and under direction of Court Director and Court Administrator.

Responsibilities include but not limited to: case flow management, processing complaints, determination of probable cause, on-call responsibilities, answering inquiries, preparing and reviewing daily, weekly, monthly reports; drafting correspondence, and perform other related duties as required and complying with NJ Rules of Court, Administrative Directives, laws and established policies and procedures governing the operation of Municipal Courts.

Applicants who have achieved certification pursuant to NJSA 2B:12-11 are preferred. If an applicant has not achieved certification they shall obtain conditional accreditation within 6 months of hire, and become fully accredited within three years of hire date pursuant to Rule 1:41-3. The hiring process will comply with Rule 1:34-3, adopted September 1, 2011.

Please submit cover letter and resume with salary requirements by December 28, 2020 to:

Taiwan Lamb-Davis, Court Director
City of Camden
520 Market Street, Rm 438 City Hall
Camden, NJ 08101
Taiwan.lamb@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.