

# Municipal Court Career Opportunity

**MUNICIPALITY:** GUTTENBERG MUNICIPAL COURT

**VICINAGE:** HUDSON VICINAGE

**POSITION TITLE:** DEPUTY COURT ADMINISTRATOR - FULL TIME  
(35 HOURS PLUS WEEKLY COURT NIGHT)

**POSTING DATE:** March 24, 2016

**DEADLINE DATE:** April 7, 2016

**SALARY RANGE:** \$15,000 to \$45,000

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## POSITION DESCRIPTION AND REQUIREMENTS

The Guttenberg Municipal Court is seeking to hire a motivated, self-starter individual, with good writing and communication skills to work under the general direction of the Municipal Court Administrator and Municipal Court Judge. The successful candidate will assist the Municipal Court Administrator in all facets of daily Municipal Court operation and should have experience in court administration, case flow management, working knowledge ATS/ACS, MACS and Page Center systems, and have excellent customer service skills. Responsibilities include but are not limited to answering inquiries from the public, employees and litigants; providing information and guidance to attorneys, litigants and community organizations; facilitating discussion among state, vicinage, and local management; monitoring daily, weekly and monthly reports; assisting in maintaining the courts two financial accounts; drafting correspondence; accepting and processing payments; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts.. Perform related duties as required.

Accreditation will be required pursuant to New Jersey Court Rules.

Please submit cover letter and current resume to:

Hon. Lilia A. Muñoz, J.M.C.  
Guttenberg Municipal Court  
6808 Park Avenue  
Guttenberg, NJ 07093

The Guttenberg Municipal Court 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.