

Municipal Court Career Opportunity

MUNICIPALITY: Tabernacle Township
VICINAGE: Burlington
POSITION TITLE: Deputy Court Administrator
POSTING DATE: May 21, 2015
DEADLINE DATE: June 12, 2015
SALARY RANGE:

POSITION DESCRIPTION AND REQUIREMENTS

The Tabernacle Township Municipal Court is seeking a qualified individual for the position of a Deputy Court Administrator. Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS/MACS computer system and possess strong financial expertise. Excellent customer service skills, attention to details, organization and self-motivation are a must. **This is a part time position and the candidate must be available for court sessions, which are conducted on the first and third Tuesday at 3:30 pm of each month.** Applicants who have been awarded the title of Certified Municipal Court Administrator pursuant to NJSA 2B:12-11 are preferred. If the applicant does not possess the CMCA title, he/she needs to be accredited pursuant to NJ Court Rule 1:41-3.

Honorable Richard E. Andronici, J.M.C.
Tabernacle Municipal Court
163 Carranza Road
Tabernacle, NJ 08088

Fax: 609-268-7198

The Township of Tabernacle 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.