

REPOST

Municipal Court Career Opportunity

MUNICIPALITY: Borough of Ogdensburg
VICINAGE: MORRIS/SUSSEX
POSITION TITLE: Municipal Court Administrator
POSTING DATE: January 19, 2017
CLOSING DATE: February 24, 2017
SALARY RANGE: Commensurate with experience

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Ogdensburg, Sussex County, seeks to hire a qualified **Part Time** Municipal Court Administrator to manage the day-to-day operations of the Municipal Court office/Violations Bureau.

EXPERIENCE

Candidate must have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS/MACS computer system. Candidates must be certified pursuant to NJSA 2B:12-11. If the candidate is not certified or fully accredited, the successful candidate must earn conditional accreditation within 6 months of appointment and full accreditation within 3 years of appointment pursuant to R. 1:41-3.

If not certified, the successful candidate may only be appointed on an interim basis which may be renewed annually. The interim Municipal Court Administrator must become certified within 3 years of appointment.

United States citizenship is not required but the selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services' regulations.

EDUCATION

A high school diploma or equivalent is required. An Associate's degree from an accredited college is preferred. Municipal Court Administration Certification issued by the NJ Supreme Court, pursuant to NJSA 2B:11 is required. (See paragraph above.)

RESPONSIBILITIES

Responsibilities include: planning, developing, managing, and implementing procedures for efficient, effective operations of the Court Office/Violations Bureau, and Municipal Court.

Office hours and days are flexible. Court sessions are the third Tuesday evening at 6:00 p.m. The candidate selected **must** be available for the evening court session.

Please submit your cover letter and résumé by or before February 24, 2017 to:

Phyllis Drouin, Borough Clerk
Borough of Ogdensburg
14 Highland Avenue
Ogdensburg, New Jersey 07439

THE BOROUGH OF OGDENSBURG IS AN EQUAL OPPORTUNIGY EMPLOYER

NOTE: The above local job posting was submitted to the vicinage by the local municipality and is not a State job posting.