

Municipal Court Career Opportunity

MUNICIPALITY: Township of North Bergen
VICINAGE: Hudson
POSITION TITLE: Deputy Municipal Court Administrator
POSTING DATE: 11/13/2020
DEADLINE DATE: 12/1/2020
SALARY RANGE: \$45,000 – commensurate with experience

POSITION DESCRIPTION AND REQUIREMENTS

The Township of North Bergen is seeking to hire a qualified individual to perform the duties of Deputy Municipal Court Administrator. Applicants must have a high school diploma. Under the direction of the judge and court administrator, the deputy will perform quasi-judicial duties, including but not limited to all phases of case processing, entering tickets, accepting payments, taking civilian complaints, and handling inquiries from the public.

Applicants who are fully accredited are preferred but is not mandatory. Pursuant to New Jersey Court Rule 1:41-3, all newly appointed municipal court deputy administrators, must obtain conditional accreditation within six months of the date of appointment and full accreditation within three years of the hire date.

Please submit cover letter and resume via regular mail or email by the deadline to:

Heather Luzzi-Miller, Certified Municipal Court Administrator
Township of North Bergen
4225 Bergen Turnpike
North Bergen, NJ 07047
Heather.luzzi-miller@njcourts.gov

NO PHONE CALLS PLEASE.

The Township of North Bergen 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.