

# Municipal Court Career Opportunity

**MUNICIPALITY:** North Bergen

**VICINAGE:** Hudson

**POSITION TITLE:** Court Administrator

**POSTING DATE:** June 15, 2026

**DEADLINE DATE:** July 6, 2026

**SALARY:** \$76,200-\$127,000, commensurate with experience and certification status

**BENEFITS:** Comprehensive health benefits, including prescription, dental & vision, PERS membership with pension and additional elective retirement savings opportunities. All federal and state holidays off, plus sick and vacation time.

---

## **POSITION DESCRIPTION AND REQUIREMENTS**

The North Bergen Municipal Court is seeking to hire a qualified, self-motivated and detail-oriented individual for the full-time position of Municipal Court Administrator. The successful candidate will work under the direction of the Chief Municipal Court Judge. The successful candidate will have charge of all phases of the quasi-judicial, administrative, and clerical operation of the Township Municipal Court. Candidates must have excellent customer service skills, writing and communication skills, organization skills, and the ability to work independently under pressure and as a team member.

Candidates must have three or more years' experience in New Jersey Municipal Courts with at least one year being in a supervisory role and must have experience in all aspects of court administration, including a strong working knowledge of Criminal Justice Reform, ATS/ACS, MACS/PSCAM, Page Center, Reports on Demand, ECDR, and reconciling the court's general and bail accounts. Candidates

with experience operating video conferencing platforms such as ZOOM and/or Microsoft TEAMS are preferred.

Candidates must have experience managing and evaluating staff, delegating work, training staff members and organizing projects to work on backlog, organizational processes and destruction. The North Bergen Municipal Court is a high-volume court, so candidates must be competent in dealing with the Township's diverse demographics, high call in and in person customer service volume.

Responsibilities include but are not limited to: all phases of case processing and case flow management, determining probable cause, determining whether a summons or warrant should be issued, complaint processing, responding to public inquiries, communicating with attorneys, citizens, and other government agencies, preparing and reviewing daily, weekly, and monthly reports; drafting correspondence; accurate data entry; complying with NJ Rules of the Court, AOC Policies and Administrative Directives, laws, and established policies and procedures governing the operation of municipal courts. The selected candidate must also comply with the Judiciary Code of Conduct and maintain the integrity of the Judiciary.

The selected candidate will act as liaison between the Chief Municipal Court Judge, Department of Public Affairs, and other municipal officials regarding court activities; provide requested information and respond to issues and complaints involving court operations.

The selected candidate will submit budget and prepare necessary justification based on past performance and projected needs; evaluate available equipment and supplies and make specific recommendations regarding their acquisition.

The selected candidate shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within three years of the hire date as set forth by the New Jersey Supreme Court pursuant to R.1:41-3.

Please send resume with salary requirements by July 6, 2026, to:

Heather Luzzi-Miller, CMCA

North Bergen Court Administrator at [heather.luzzimiller@njcourts.gov](mailto:heather.luzzimiller@njcourts.gov)

The North Bergen Municipal Court is a NJ Civil Service Municipality and an Equal Opportunity Employer.

## NJ Civil Service Commission Education and Experience Requirements:

### EDUCATION:

Graduation from High School or Vocational High School, or possession of an approved High School Equivalency Certificate.

### EXPERIENCE:

Two (2) years of experience in work related to the administrative operation of a court, law enforcement agency, law office or government agency, including the preparation and/or processing of legal documents.

NOTE: Thirty (30) college semester hour credits may be substituted for one (1) year of experience.

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

[The New Jersey Pay and Benefits Transparency Law](#)<sup>1</sup> requires employers to clearly disclose details about pay, benefits, and other compensation programs in job postings for new positions and transfer opportunities. This law ensures that job seekers and current employees have access to important information about compensation before applying, promoting transparency and informed decision-making in the hiring and internal transfer process.

Any employer who violates this act will be subject to a civil penalty of up to \$300 for the first violation and up to \$600 for each subsequent violation. These penalties may be collected by the Commissioner of Labor and Workforce Development through a summary proceeding in accordance with the "Penalty Enforcement Law of 1999," P.L.1999, c.274 (C.2A:58-10 et seq.).

### Important Notes:

**Salary:** Employers must disclose the hourly wage or salary, or a range for the hourly wage or salary, with both a clearly defined starting point and ending point. Additionally, the law prohibits the pay range from exceeding a 60% difference between the minimum and maximum amounts. This ensures that applicants and employees have accurate and transparent information about compensation before applying or seeking a transfer<sup>2</sup>.

**Benefits:** The notice of vacancy must include a general overview of the benefits offered, such as health, life, and disability insurance, paid time off, training opportunities, and retirement or

---

<sup>1</sup> The New Jersey Pay and Benefits Transparency Law went into effect on June 1, 2025.

<sup>2</sup> The term "*transfer*" is defined to mean a change in job title and *no* increase in compensation on the Department and Labor Workforce Development's website.

pension plans. In addition, employers must disclose any other compensation programs for which the employee would be eligible, including commissions, bonuses, and profit-sharing. This ensures that applicants have a clear understanding of the total compensation package associated with the position.

Promotional Opportunities: The Pay and Benefits Transparency Law also requires employers to make reasonable efforts<sup>3</sup> to inform current employees about available promotional<sup>4</sup> opportunities, allowing them a fair chance to apply and advance within the organization. This obligation applies to job postings in any format, including job search websites, print advertisements, company newsletters, emails, social media, and other communication channels.

---

<sup>3</sup> The term “*reasonable efforts*” is defined on the Department & Labor Workforce Development’s website as posting notification of the promotional opportunity in places within the employer’s workplace where all employees in affected department(s) can see them, *and* posting notification of the promotional opportunity on the employer’s internet site or intranet site, in the event the employer has one.

<sup>4</sup> The term “*promotion*” is defined on the Department & Labor Workforce Development’s website to mean a change in job title and an increase in compensation.