

MUNICIPALITY: Linwood
VICINAGE: Atlantic Vicinage
POSITION TITLE: Deputy Municipal Court Administrator – Full Time
POSTING DATE: March 23, 2021
DEADLINE DATE: March 31, 2021
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The City of Linwood is seeking a qualified individual for the position of Deputy Municipal Court Administrator to work under the general direction of Municipal Court Administrator in a Shared Municipal Court between the Cities of Linwood and Northfield. Excellent customer service skills, attention to detail, organization and self-motivation a must. Responsibilities include but are not limited to: case processing including determining probable cause; responding to inquiries from the public, employees, clients, attorneys, etc; preparing and reviewing daily, weekly and monthly reports; drafting correspondence; data entry; complying with the New Jersey Rules of Court, administrative directives, laws and established policies and procedures governing the operation of the Municipal Courts.

Applicants who are not certified by the New Jersey Supreme Court or in the process of obtaining certification, or who are not fully accredited pursuant to R.1:41-3 must be willing to obtain conditional accreditation within six months of hire and become fully accredited within three years of hire date.

Please submit cover letter and current resume to:

Leigh Ann Napoli, RMC, Municipal Clerk
City of Linwood
400 Poplar Avenue
Linwood, NJ 08221

or

Email – lnapoli@linwoodcity.org

Subject – Deputy Municipal Court Administrator