

# Municipal Court Career Opportunity

**MUNICIPALITY:** Borough of Bound Brook, Somerset County  
**VICINAGE:** Somerset/Hunterdon/Warren Vicinage  
**POSITION TITLE:** Deputy Court Administrator  
Full Time  
**POSTING DATE:** 1/26/2018  
**DEADLINE DATE:** 2/26/2018  
**SALARY RANGE:** \$30,000 - \$45,000

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The Borough of Bound Brook is seeking a qualified individual for the position of Deputy Municipal Court Administrator. Excellent customer service skills, attention to details, organization and self-motivation are a must. Successful candidate will work under the general direction of the Municipal Court Judge and Municipal Court Administrator. Applicants should have experience in all aspects of court administration, including a strong working knowledge of the ATS/ACS computer system, MACS and PageCenter. Experience in case flow management and other computer applications are a plus.

Responsibilities include, but are not limited to: answering queries from the public, employees, clients, attorneys, etc; supervising staff; preparing, reviewing and monitoring daily, weekly and monthly reports; evaluating reports; drafting correspondence; performing data entry; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required.

Candidates must be accredited or must obtain accreditation as set forth in Rule 1:41-3.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please submit cover letter, current résumé and salary requirements to:

Donna Marie Godleski, Municipal Clerk  
230 Hamilton Street  
Bound Brook, NJ 08805  
Fax: (732) 356-8990  
Email: [dgodleski@boundbrook-nj.org](mailto:dgodleski@boundbrook-nj.org)

**NO PHONE CALLS PLEASE**

The Borough of Bound Brook 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.