

Certified Deputy Court Administrator

Senior – Principal
Annual Salary \$44,075.00

Interested candidates can submit their resume and employment application to the Twp of Edison HR Dept. 100 Municipal Blvd Edison NJ 08817.

Under direction of the Municipal Court Administrator, assists in supervising and/or performing quasi judicial and administrative functions related to the operation of a municipal court; does other related duties as required.

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Examples of Work:

Assists the Municipal Court Administrator in planning, developing, coordinating, and implementing procedures for efficient/effective operation of a municipal court.

May assign duties to court personnel and supervises/evaluates their performance.

May provide instructions to office staff on activities related to the implementation of court rules, state statutes, local ordinances, and local court policies.

May implement programs designed to achieve objectives of the municipal court.

Participates in case processing which includes determining whether a summons or warrant should be issued, interacting with defendants/witnesses/attorneys, docketing, recording payments/fines, scheduling trial calendars, operating recording machine during court proceedings, and so forth.

Determines whether alleged facts justify issuance of either a summons or warrant for the arrest of the defendant; if a warrant for arrest is issued, may determine bail amount consistent with parameters established by statutes and Rules of the Court.

Accepts complaints and takes oaths.

Attests to court writs, processes, commitments, search warrants, bench warrants, and subpoenas.

May prepare court calendar.

May arrange court sessions, ensuring court room facilities are available and appropriate staff have been assigned.

May assist the Municipal Court Judge in the arraignment of defendants.

Calls and swears witnesses at trial of cases.

Where authorized, sets conditions of pretrial release in accord with bail schedules promulgated by the Administrative Office of the Courts or by the Municipal Court Judge.

May receive and disburse bail, fines, costs, and other court revenues.

May monitor court accounting/auditing systems.

May maintain property controls/inventories.

May supervise the filing of complaints, processes, court records, cash books, court dockets, traffic control sheets, statistical records, reports, and files.

Answers correspondence, memos, and inquiries.

Monitors the physical condition of the court premises and maintains decorum therein.

Coordinates activities with police departments and other law enforcement officials.

Provides information and responds to issues or complaints involving court operations.

Maintains records and files.

Prepares statistical reports as required by the municipality, vicinage level judicial managers, and/or the Administrative Office of the Courts.

May recommend changes in office procedure.

May work on special projects.

May utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Requirements:

One (1) year as a Deputy Court Clerk and Municipal Court Administration Certificate through the State of New Jersey Municipal Court Administrator Certification Board.

For Senior Certified Deputy Court Administrator, four (4) years as a Certified Deputy Court Administrator. . Upon verification of requirements, promotion will take effect the following July 1.

For Principal Certified Deputy Court Administrator, two (2) years as a Senior Certified Deputy Court Administrator. . Upon verification of requirements, promotion will take effect the following July 1.

Knowledge and Abilities:

Knowledge of methods, techniques, and procedures used in planning and implementing work activities.

Knowledge of office procedures and methods used to establish/maintain records and files.

Knowledge of methods used to prepare statistical and other reports containing findings, conclusions, and recommendations.

Ability to organize assigned work and develop effective work methods.

Ability to coordinate administrative/clerical functions, staff, and facilities.

Ability to interpret applicable laws, ordinances, rules, regulations, and procedures.

Ability to prepare clear, concise, and accurate reports including those of a statistical nature.

Ability to take and maintain a firm/correct stand when controversial matters are considered.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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