

# Municipal Court Career Opportunity

**MUNICIPALITY:** MILLSTONE TOWNSHIP/ROOSEVELT BOROUGH  
**VICINAGE:** MONMOUTH  
**POSITION TITLE:** PART-TIME DEPUTY COURT ADMINISTRATOR  
**POSTING DATE:** APRIL 30, 2018  
**DEADLINE DATE:** MAY 11, 2018

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## POSITION DESCRIPTION AND REQUIREMENTS

The Township of Millstone is seeking a qualified individual who is motivated with proven management, supervisory, writing and communication skills to work under the general direction of the Municipal Court Administrator and Municipal Court Judge for Millstone Township and Roosevelt Borough. The position is part-time. The successful candidate will assist the Court Administrator in the daily operations of the municipal court.

Responsibilities include, but are not limited to: case processing, determining probable cause, answering queries from the public, employees, clients, attorneys, etc.; preparing, reviewing and monitoring daily, weekly and monthly reports; evaluating reports; drafting correspondence; reconciling court accounts; 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.

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.

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

Please submit cover letter, current resume and salary requirements by e-mail or fax to:

Maria Dellasala, Township Clerk/Administrator at  
m-dellasala@millstonenj.gov  
609-208-2438

Please also fax copy to the attention of John Tonelli, Municipal Division Manager  
Monmouth Vicinage - 732-677-4628

The Township of Millstone 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.