

# Municipal Court Career Opportunity

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

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## **POSITION DESCRIPTION AND REQUIREMENTS**

The shared court of Millstone Township and Roosevelt Borough is seeking a motivated, self-starter with proven management, supervisory skills and good writing and communication skills to work under the general direction of the Municipal Court Judge of each court. Position is full time and includes a full benefit package.

Responsibilities include, but are not limited to: Supervision of part time court staff, answering queries from the public, employees, clients, providing information and guidance to attorneys, clients and community organizations, assisting clients with technical and procedural guidance; facilitating discussions among state, vicinage, and local management; preparing, reviewing and monitoring daily, weekly, monthly and year end reports; maintaining; reconciling and balancing the court's financial accounts; evaluating reports, drafting correspondence, court budget preparation; complying with the New Jersey Rules of Court, Supreme Court Directives, laws and policies and procedures governing the operation of the Municipal Courts. Must be available for 24/7 "on call" and attend all court dates which are currently every Tuesday. Most court sessions are concluded by 7:00 pm at the latest. Applicant will also perform related duties as requested / required.

Applicants who have been awarded certification pursuant to NJSA 2B:12-11 are preferred. If an applicant is not certified, he or she must obtain conditional accreditation within six months of the hire date as set forth in NJ Court Rule 1:41-3.

The hiring process will comply with NJ Court 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\*\*