



Township of Lakewood Employment Opportunity

Deputy Court Administrator

The Township of Lakewood is seeking a full-time Deputy Court Administrator for its Municipal Court Office.

Description:

Under the direction of Court Administrator, or as directed by the Judge, assists in the overseeing the operations of the Court; in the absence of the Court Administrator, takes charge of the complex clerical work of the Court; does related work as required. A full job description is attached.

Requirements:

Applicants must be certified pursuant to NJSA 2B:12-11.

Position: full-time

Benefits: Full health benefits including dental, vacation, sick time, yearly holidays and pension plan.

To apply: Please mail or email cover letter and resume with "Deputy Court Administrator" in the subject line no later than October 8, 2018 to the attention of :

Patricia Komsa, Director of Human Resources
Township of Lakewood
231 Third Street
Lakewood, New Jersey 08701
hr@lakewoodnj.gov

Posted: September 27, 2018

The Township of Lakewood is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity and sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

DEPUTY COURT ADMINISTRATOR, P.I.P.

DEFINITION:

Under the direction of Court Administrator, P.I.P., or as directed by the Judge, assists in the overseeing the operations of the Court; in the absence of the Court Administrator P.I.P, takes charge of the complex clerical work of the Court; does related work 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:

Acts as first assistant to the Court Administrator, P.I.P., in performing, and, at times, taking the lead in the specialized clerical work of the Court.

Assists the Court Administrator in drafting and preparing all complaints and taking all oaths thereunder and in attesting to court, writs, processes, commitments, search warrants, bench warrants and subpoenas.

Assists in preparing the Court calendar and in arranging for Court sessions.

Assists the Judge in arraigning defendants.

Calls and gives the oath to witnesses at the trial of cases.

Assists the Court Administrator in receiving and disbursing bail, fines, costs and other monies paid into Court and accounting therefor.

Assists in maintaining and/or overseeing the filing of complaints, processes and other Court records, cash books, Court dockets, traffic control sheets, statistical records, reports and files.

Assists the Court Administrator in overseeing and/or performing the work involved in the disposition of correspondence.

Assists the Court Administrator in superintending the physical condition of the Court premises and in maintaining decorum therein.

As required, may take the lead in a group of clerical employees.

Assists in the preparation of routine correspondence and reports and in the maintenance of essential records, reports and files.

Operates recording equipment during court sessions, maintains log of courtroom testimony.

Oversees the data processing equipment.

Maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS

EXPERIENCE:

One (1) year of experience in work related to the administrative operation of a court, law enforcement agency, law office, or government agency, including the preparation and/or processing of legal documents.

NOTE: Current certification as a Municipal Court Administrator issued by the New Jersey Supreme Court pursuant to NJSA 2B:12-11 may be substituted for the indicated experience.

SPECIAL NOTE: Effective September 13, 2011, all newly appointed deputy municipal court administrators, who are not certified municipal court administrators pursuant to N.J.S.A.2B:12-11, must obtain conditional accreditation within six (6) months of the date of appointment. All newly appointed, non-certified deputy municipal court administrators must obtain full accreditation within three (3) years of the date of appointment. A non-certified deputy municipal court administrator, who fails to obtain conditional accreditation or accreditation within the time frames provided above will be ineligible to remain in that title. The Municipal Court Administrator Certification Board may grant an extension of time upon a showing of good cause.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGES AND ABILITIES:

Knowledge of basic law, regulations, rules, ordinances, routines and procedures pertaining to the operations of the Court.

Knowledge of data processing and computer operations.

Knowledge of court practices, routines and procedures and the clerical work attendant thereto.

Knowledge of modern clerical routines, procedures and their application.

Ability to organize assigned work, analyze the problems arising therein and develop appropriate work methods.

Ability to learn from observation, explanations and demonstrations.

Ability to comprehend and learn to apply basic law, regulations, rules, ordinances, routines and procedures pertaining to the operations of the Court.

Ability to assist the Court Administrator, P.I.P. in taking oaths and in preparing the Court Calendar.

Ability to assist in receiving, accounting for and disbursing bail, fines, costs and other monies.

Ability to file and maintain complaints, processes and other Court records, cash books, Court dockets, traffic control sheets and other records, reports and files.

Ability to assist in maintaining order and decorum in Court.

Ability to help prepare routine correspondence and reports.

Ability to maintain essential records and files.

Ability to learn 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 or communicate in English sufficiently to perform the duties of this position. American Sign Language or braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job	Variant	State,	Class of Work	State	Local	Salary	Note
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KNOWLEDGES AND ABILITIES:

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