

Municipal Court Career Opportunity

MUNICIPALITY: UNION CITY MUNICIPAL COURT

VICINAGE: HUDSON VICINAGE

POSITION TITLE: MUNICIPAL COURT ADMINISTRATOR- FULL TIME

CLOSING DATE: August 31, 2020

SALARY RANGE: \$65,000 (with State certification)
\$60,000 (without State certification)

POSITION DESCRIPTION AND REQUIREMENTS

DEFINITION:

The City of Union City, Hudson County, N.J. seeks a qualified individual to be responsible for quasi-judicial and administrative functions related to the operation of the Municipal Court while complying with the Rules of Court, Supreme Court Directives, and laws and established policies and procedures governing a Municipal Court.

REQUIREMENTS:

The possession of a Municipal Court Administrator certification issued by the New Jersey Supreme Court.

or

Non-certified applicants must achieve certification within a 3-year period commencing on the date of hire and attend Principles of Court Administration I & II within 6 months of hire pursuant to Rule 1:41-3(c).

Two (2) years 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.

Thirty (30) college semester hour credits may be substituted for one (1) year of experience.

Graduation from High School or Vocational High School or possession of an approved High School Equivalency Certificate is required.

NOTE: The hiring process will comply with Rule 1:34-3 and all Civil Service Commission regulations.

Please submit cover letter and current resume via e-mail or regular mail to:

jgottlieb@ucnj.com

OR

**Judith Gottlieb, Personnel Consultant
City Hall
3715 Palisade Avenue, 4th floor
Union City, N.J. 07087**

The Union City Municipal Court 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.