

Municipal Court Career Opportunity

MUNICIPALITY: Union City Municipal Court
VICINAGE: Hudson
POSITION TITLE: Municipal Court Director
POSTING DATE: December 2, 2024
DEADLINE DATE: December 27, 2024
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

Union City Municipal Court is seeking a qualified individual for the position of Municipal Court Director. Union City is one of the largest courts in the State of New Jersey. The Municipal Court Director is the highest managerial position within a municipal court directly responsible to the Chief Municipal Court Judge for the administration of all activities of the court.

Under the direction of the Chief Municipal Court Judge, the Municipal Court Director plans, organizes, and directs all phases of the operation of a large municipal court. The qualified candidate must understand supervisory management and case flow management. A working knowledge of ATS/ACS systems, MACS, and Page Center a plus. Additionally, they should possess excellent customer service, writing, and communication skills and be motivated and a self-starter. Knowledge of Zoom platform a plus. Graduation from an accredited college or university with a bachelor's degree and three years of professional administrative experience is required.

Applicants who have been awarded the title of Certified Municipal Court Administrator (CMCA) are preferred. If the applicant does not possess the CMCA title, he/she needs to be accredited or in a position to become conditionally accredited within six months of the hire date pursuant to NJ Court Rule 1:41-3 with full accreditation within three years.

Union City is an Equal Opportunity Employer.

Please send resume and cover letter directly to:

Judith Gottlieb, Personnel Office
City of Union City
3715 Palisade Avenue
Union City, NJ 07087

Or email to: jgottlieb@ucnj.com