

Municipal Court Career Opportunity

MUNICIPALITY: City of Union City
VICINAGE: Hudson County
POSITION TITLE: Municipal Court Administrator
POSTING DATE: 10/22/2025
DEADLINE DATE: 11/05/2025
SALARY RANGE: Certified Candidate: \$65,000
Completed Phases I, II, pending Phase III: \$60,000

POSITION DESCRIPTION AND REQUIREMENTS

The City of Union City's Municipal Court is seeking to hire a qualified, self-motivated and detail-oriented individual for the full-time position of Municipal Court Administrator. The successful candidate will work under the direction of the Municipal Court Judge and Municipal Court Director. Candidates must have excellent customer service skills, writing and communication skills, organization skills, and ability to work under pressure independently and as a team member. Must be available to work weekly evening court sessions. Bilingual in Spanish and English is preferred.

Candidate must have three or more years' experience in New Jersey Municipal Courts and must have experience in all aspects of court administration including a strong working knowledge of Criminal Justice Reform, ATS/ACS, MACS/PCSAM, PageCenter, Reports on Demand, ECDR, and reconciling the court's general and bail accounts. Some court sessions are conducted virtually. Candidates with experience operating video conferencing platforms such as ZOOM and/or Microsoft TEAMS is preferred.

Responsibilities include but are not limited to: all phases of case processing and case flow management, determining probable cause, complaint processing, responding to public inquiries, communicating with attorneys, citizens, and other government agencies, preparing and reviewing daily, weekly, and monthly reports; drafting correspondence; accurate data entry; complying with NJ Rules of the Court, Policies and Administrative Directives, laws, and established policies and procedures governing the operation of Municipal Courts. Selected candidate must also comply with the Judiciary Code of Conduct and maintain the integrity of the Judiciary.

Applicants shall obtain conditional accreditation within 6 months of the hire date and become fully accredited within three years of the hire date as set forth in the New Jersey Supreme Court pursuant to R.1:41-3.

Please send resume and cover letter by **November 5, 2025** to:

Judith Gottlieb, Personnel Consultant at:
jgottlieb@ucnj.com

The City of Union City 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.