Municipal Court Career Opportunity

MUNICIPALITY: **City of Union City**

VICINAGE: **Hudson County**

POSITION TITLE: **Deputy Municipal Court Administrator**

POSTING DATE: **November 9, 2026**

DEADLINE DATE: **December 7, 2026**

SALARY: **Fully Accredited Candidate: $60,000**
Pending Phases I and II: $55,000

BENEFITS: City of Union City offers the following employee benefits for full-time employees and their eligible dependents:

- Health benefits program including options for medical, dental and prescription coverage
- Retirement System pension program
- Vacation, personal and sick leave, and 16 annual paid holidays

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POSITION DESCRIPTION AND REQUIREMENTS

The Union City Municipal Court is seeking to hire a **Deputy Municipal Court Administrator** with an understanding of supervisory management, case flow management, a working knowledge of ATS/ACS systems, MACS, and Page Center a plus. Candidate must have excellent customer service, writing, and communication skills; be motivated and a self-starter, to work under the general direction of the Municipal Court Judge and Municipal Court Director. Must be available to work weekly evening court sessions. Bilingual in Spanish and English is preferred. Certification by the State of New Jersey is preferred and will be required in accordance with NJ Court Rule 1:41-3. Candidates must comply with the Code of Conduct of Judiciary Employees.

Requirements: Minimum of 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.

Responsibilities include but are not limited to:

- Oversight of all court functions, including court sessions and calendaring
- Responding to inquiries from public and litigants
- Drafting correspondence
- Providing information and guidance to attorneys, defendants and community organizations
- Assisting defendants with technical and procedural issues
- Facilitating discussion between vicinage, state, and local authorities
- Reviewing and monitoring daily, weekly and monthly management reports
- Responsible for maintaining the court's two financial accounts
- Ensuring compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts.
- Perform related duties as required.

Please send resume and cover letter by **December 7, 2026** to:

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

Dorys Rosado, Municipal Court Director at:
Dorys.rosado@njcourts.gov

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.