

MUNICIPAL COURT ADMINISTRATOR
CITY OF UNION CITY, HUDSON COUNTY

Under the direction of the Municipal Court Judge or the Municipal Court Director, has charge of and performs quasi-judicial and administrative functions related to the operation of a municipal court.

The vacancy is in the Department of Public Affairs, Municipal Court, City of Union City. It is a full time position with benefits.

The position requires graduation from high school or vocational high school or possession of an approved High School Equivalency Certificate. Two years of experience in work related to the administrative operation of the court, law enforcement agency, law office or government agency, including the preparation and/or processing of legal documents.

Note: Effective May 25, 2011, appointees must possess a Municipal Court Administrator certificate issued by the New Jersey Supreme Court.

Salary will be determined based on work experience.

Send letter of interest and resume to Judith Gottlieb, Personnel Consultant, Personnel Office, 3715 Palisade Avenue, Union City, New Jersey 7087 or email your information to jgottlieb@ucnj.com.

Resumes must be received by no later than July 9, 2018.